

NAFDAC eLICENSE APPLICATION USER MANUAL (Traders)

Document Name	NAFDAC eLicense Application User Manual_Traders
Document number	WFN-EXT-NELA00-01-EN-2.4
General Description	This documented procedure provides technical know-how on how to use the NAFDAC eLicense Application
Target Audience	Traders

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1 PURPOSE

National Agency for Food and Drug Administration and Control (NAFDAC) eLicense Application automates the NAFDAC e-permit/certificate application, e-permit/certificate renewal, request for additional quantity and permit enrolment processes.

This documented procedure describes on how Traders will use NAFDAC eLicense Application for the following:

- a. New Application of e-Permit/Certificate
 - Storing/Updating/Deleting/Submission of e-permit/certificate application
 - Searching for e-permit/certificate records
 - Updating/Canceling/Resubmitting (Queried) of e-permit/certificate application
 - Export/Import XML
- b. Payment of Certificate Fees
- c. e-permit/certificate renewal
- d. Request for additional quantity on approved e-permit/certificate
- e. Approved Permit/Certificate Enrollment
 - Capturing/Storing/Submitting the Approved Permit/Certificate
 - Capturing Payment details
 - Updating Stored/Deleting Approved Permit/ Certificate
 - Searching for certificate/permit records
 - Updating/Canceling/Resubmitting (Queried) Approved Permit/ certificate
- f. Understanding the NAFDAC eLicense Processes and controls
- g. Understanding CBN Form M Application/NAFDAC e-License Applications integration

2 NAFDAC DIRECTORATES

The following are the National Agency for Food and Drug Administration and Control (NAFDAC) different Directorates available on the NAFDAC e-License Application:

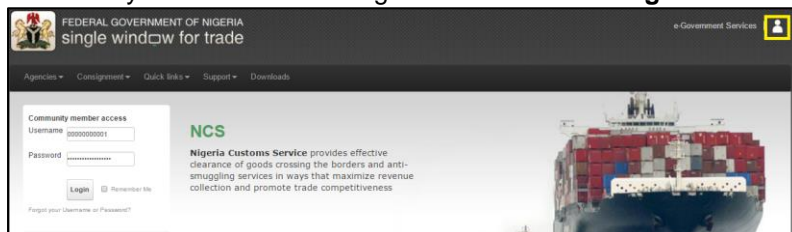
NAFDAC Directorates	
PID	Ports Inspection Directorate
R&R	Registration and Regulatory Affairs
VMAP	Veterinary Medicine and Allied Products
CER	Chemical Evaluation and Research
NCS	Narcotics and Controlled Substances
DER	Drug Evaluation and Research
FSAN	Food Safety and Applied Nutrition



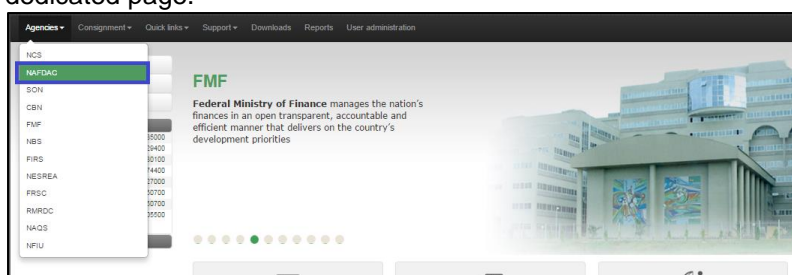
3 UNIFORM RESOURCE LOCATOR (URL)

It can be accessed via the URL: <https://app.trade.gov.ng> using the Trade Portal.

The Trade portal homepage will be displayed. Enter your username (TIN) and password in Community member Access segment then click on **Login** button.



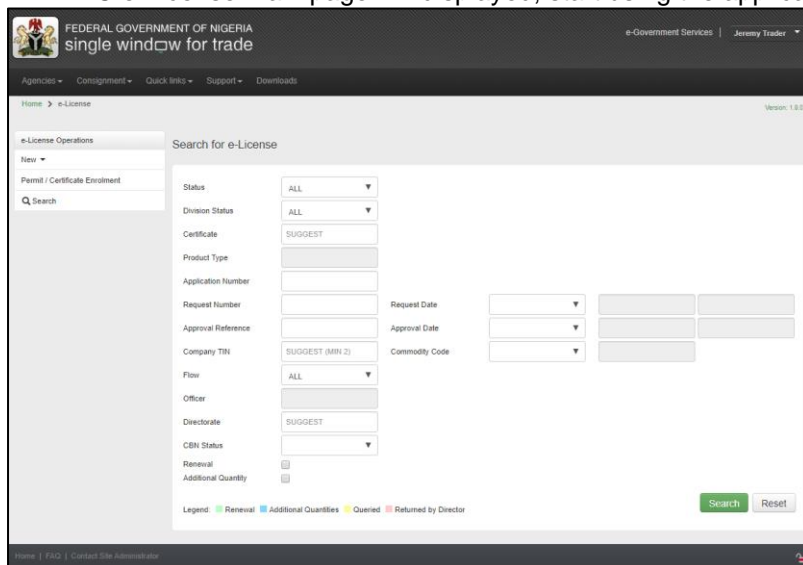
Username will be displayed on the upper right part of the window when successfully logged in. Click on **Agencies** menu then select NAFDAC from dropdown list to open the NAFDAC dedicated page.



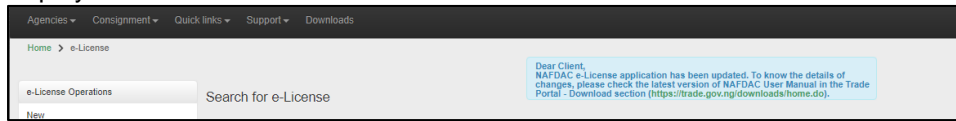
On NAFDAC dedicated page, go to NAFDAC services then click on "NAFDAC e-License" to open its page.



NAFDAC e-License main page will displayed, start using the application.



Note: A notification message will be available to Traders when major changes in the application have been done and will be displayed only for certain period and duration e.g. this will be displayed for 1 week.



4 NAFDAC eLICENSE OPERATIONS

4.1 New Permit/Certificate Application

New option is use when you want to apply for a new permit/certificate using NAFDAC eLicense Application. This operation covers all permits/certificates related to **NCS, CER, VMAP, PID, DER** and **FSAN** Directorates. It has individual **Fill [Directorate Name]** dropdown list.

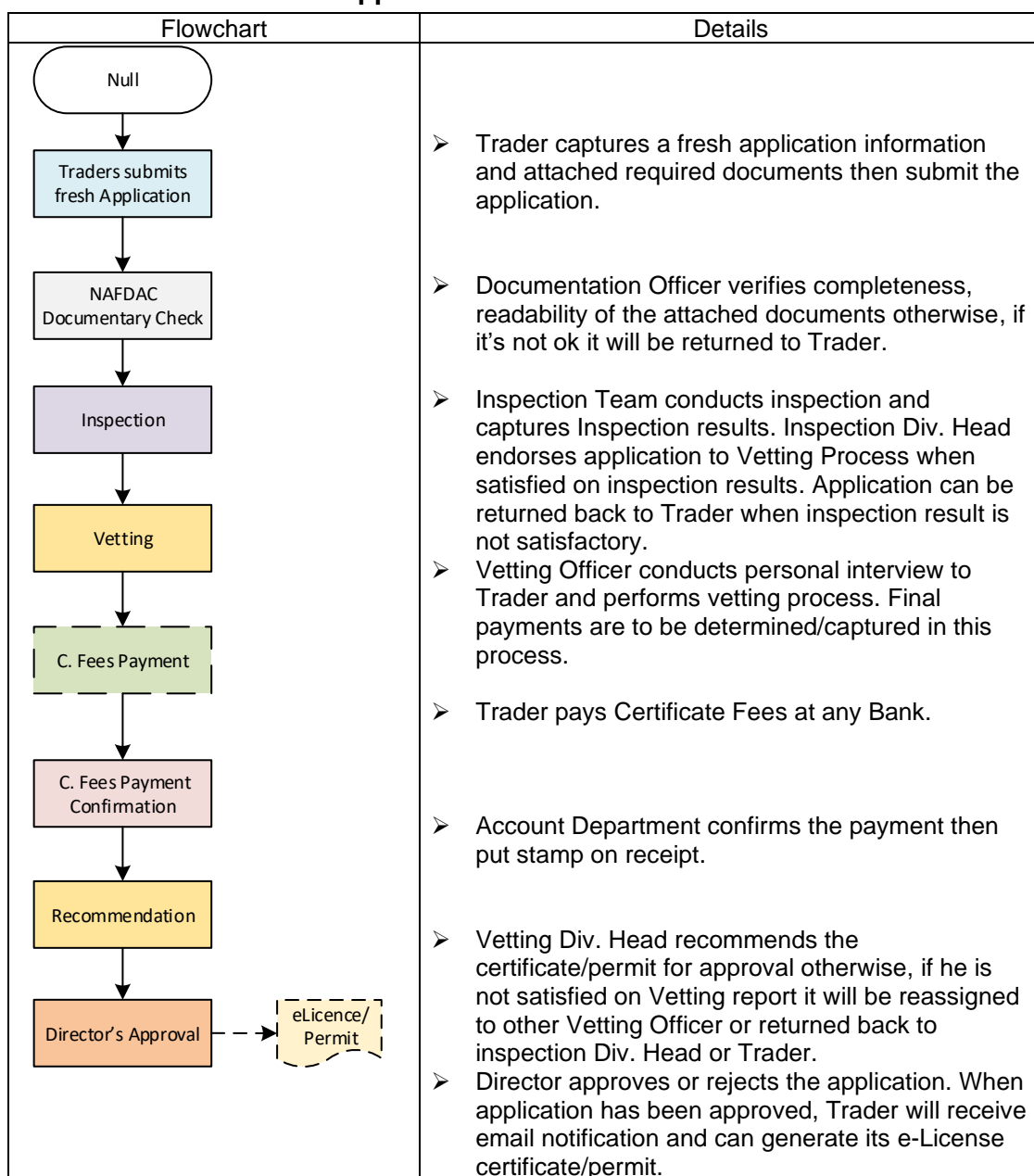
4.2 Permit/Certificate Enrolment

Permit/Certificate enrolment operation is use when you want to enroll your approved permit/certificate which was processed and approved manually at any NAFDAC office. This operation covers all permits/certificates related to **R&R** Directorate only.

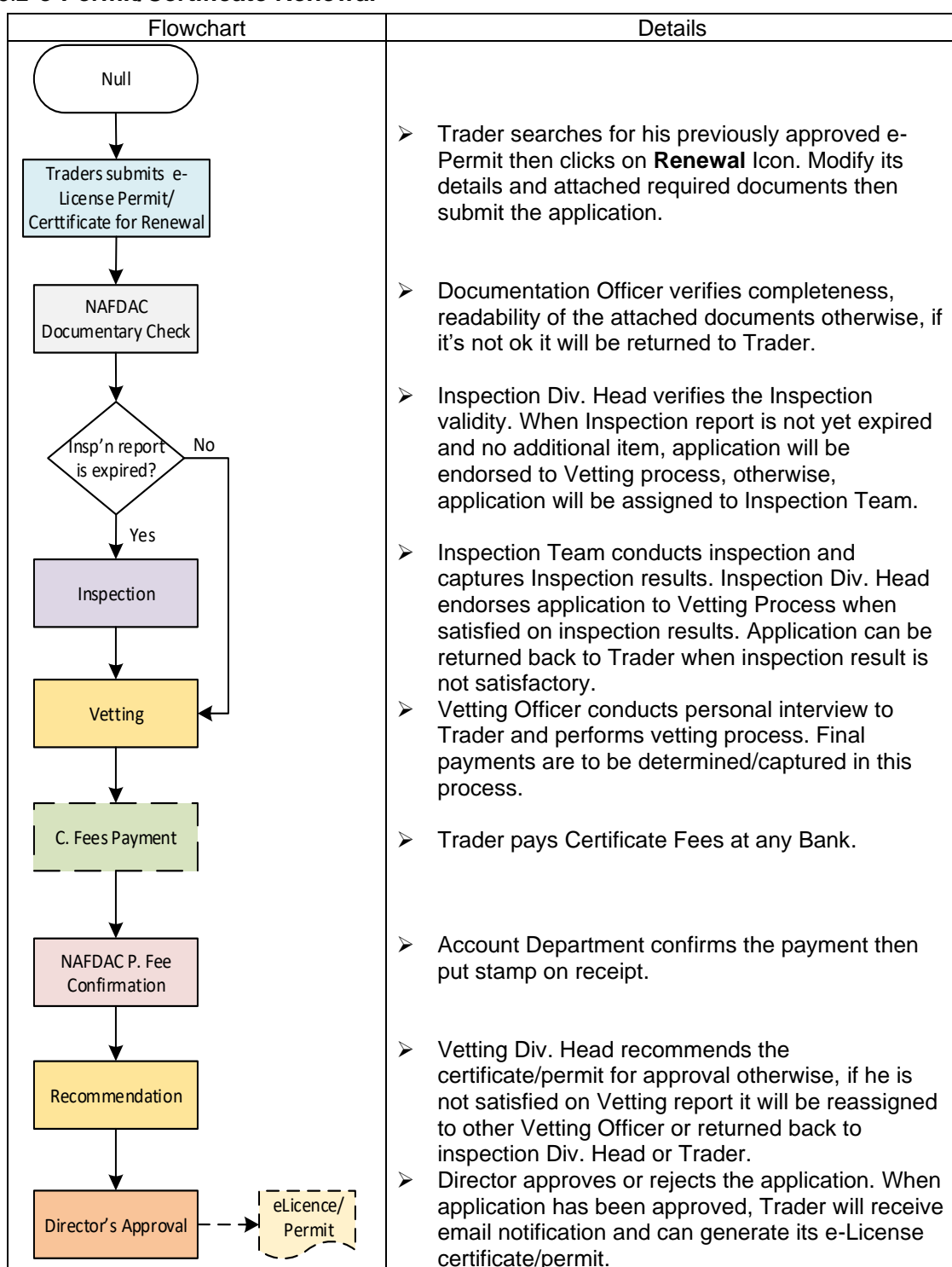


5 eLICENSE PERMIT/CERTIFICATE PROCESS FLOWCHART

5.1 New Permit/Certificate Application



5.2 e-Permit/Certificate Renewal

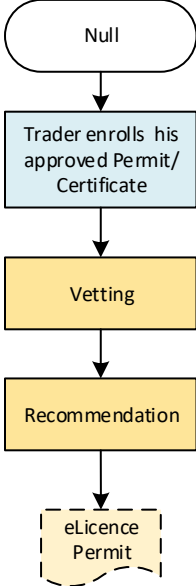


5.3 Request for Additional Quantities

Flowchart	Details
<pre> graph TD Start([Null]) --> Submit[Traders submits e-Permit/Certificate with additional quantities] Submit --> Check[NAFDAC Documentary Check] Check --> Decision{Requires insp'n?} Decision -- No --> Vetting[Vetting] Decision -- Yes --> Inspection[Inspection] Inspection --> Vetting Vetting --> Fees[C. Fees Payment] Fees --> Conf[NAFDAC P. Fee Confirmation] Conf --> Rec[Recommendation] Rec --> Appro[Director's Approval] Appro --> Output[eLicence/ Permit] </pre>	<ul style="list-style-type: none"> ➤ Trader searches for his previously approved e-Permit then clicks on Additional Quantities Icon. Modify its details and attached required documents then submit the application. ➤ Documentation Officer verifies completeness, readability of the attached documents otherwise, if it's not ok it will be returned to Trader. ➤ Inspection Div. Head verifies application if requires Inspection. Inspection Div. Head endorses application to Vetting Process if quantities and items requested do not require re-inspection, otherwise, application will be assigned to Inspection Team. ➤ Inspection Team conducts inspection and captures Inspection results. Inspection Div. Head endorses application to Vetting Process when satisfied on inspection results. Application can be returned back to Trader when inspection result is not satisfactory. ➤ Vetting Officer conducts personal interview to Trader and performs vetting process. Final payments are to be determined/captured in this process. ➤ Trader pays Certificate Fees at any Bank. ➤ Account Department confirms the payment then put stamp on receipt. ➤ Vetting Div. Head recommends the certificate/permit for approval otherwise, if he is not satisfied on Vetting report it will be reassigned to other Vetting Officer or returned back to inspection Div. Head or Trader. ➤ Director approves or rejects the application. When application has been approved, Trader will receive email notification and can generate its e-License certificate/permit.



5.4 Permit/Certificate Enrollment

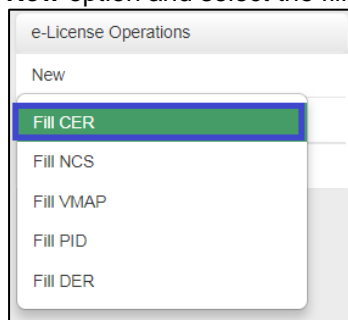
Flowchart	Details
 <pre> graph TD Start([Null]) --> Step1[Trader enrolls his approved Permit/Certificate] Step1 --> Step2[Vetting] Step2 --> Step3[Recommendation] Step3 --> End([eLicence Permit]) </pre> <p>The flowchart illustrates the Permit/Certificate Enrollment process. It begins with a 'Null' state, followed by the step 'Trader enrolls his approved Permit/Certificate'. This leads to 'Vetting', then 'Recommendation', and finally the issuance of an 'eLicence Permit'.</p>	<ul style="list-style-type: none"> ➤ Trader enrolls his approved Permit/Certificate using “Permit Enrollment” operation. He captures the approved permit/certificate information including all payment details made then submits the permit/application. ➤ Vetting Div. Head assigns the application to any Vetting Officer. Vetting Officer verifies the declared information and checks the authenticity of attached Permit/Certificate. ➤ Vetting Div. Head recommends the certificate/permit for approval. Once the permit is recommended, application will be automatically approved. ➤ Electronic License permit/certificate will be generated and will be available in NAFDAC eLicense Application.



6 NEW e-PERMIT/CERTIFICATE OPERATIONS

6.1 Create new e-Permit/Certificate application

6.1.1 To create a new certificate/permit, go to **e-License Operations** segment then click on **New** option and select the fill [Directorate Name] category you wish to apply for.



Note: The applicable Permit/Certificate codes you can apply for New application are:

S/No	Directorates	Applicable Permits Code(s)
1	CER - Chemical Evaluation and Research	8101, 8102, 81014, 8105
2	VMAP - Veterinary Medicine and Allied Products	8201, 8202, 8203, 8204, 8205, 8206
3	NCS - Narcotics and Controlled Substances	8301, 8302, 8304
4	PID - Ports Inspection Directorate	8401, 8402, 8403, 8404, 8405, 8406, 8407, 8408, 8409, 8410
5	DER - Drug Evaluation and Research	8601, 8602, 8603, 8604, 8605
6	FSAN- Food Safety and Applied Nutrition	8701, 8702, 8703

6.1.2 NAFDAC e-License Fill [Directorate Name] Application page will be displayed and user will be prompted on **Header** Tab.



NAFDAC e-License - Fill CER Application

Header | Names & Parties | Items | Attachments | Fees

Applicants Type * ?

Certificate *

Application Number

Previous Certificate/Permit Number

Request Number

Request Date

Approval Reference

Approval Date

Valid From *

Valid To

Type of Use

Total Number of Items

Total Amount ₦

Amount To Be Paid ₦

Current Division

Division Status

CBN Status

General Remarks:

1. All e-Licence forms entry fields with **asterisk (*)** are mandatory.
2. All e-Licence forms use the same data entry form layout hence each certificate's form is identified by selected Directorate's Certificate code.

6.1.3 Start the data capturing, complete the data entry fields on **Header** Tab then proceed to other tabs.



NAFDAC e-License - Fill CER Application

Header | Names & Parties | Items | Attachments | Fees

Applicants Type * ?
 Certificate *
Chemical Evaluation and Research: Permit to Import Industrial and Laboratory Chemicals
 Application Number
 Previous Certificate/Permit Number
 Request Number
 Request Date
 Approval Reference
 Approval Date
 Valid From *
 Valid To
 Type of Use
 Total Number of Items
 Total Amount ₦
 Amount To Be Paid ₦
 Current Division
 Division Status
 CBN Status

- a. **Applicant Type** - select an Applicant Type from dropdown list. Note that the dropdown list varies depending on selected Certificate's code.

Manufacturer
 Marketer
 End User

- b. **Certificate code** - select Certificate Code from dropdown list. Note that List of Certificate codes to be displayed are restricted per Directorates.

B
 #105 CER: Issuance of listing Certificate
 #104 CER: Permit to Import Chemical Substances listed in Schedule I, II and III of the 1997 Chemical Weapons Convention
 #102 CER: Permit to Import Chemical Substances severely Restricted by National Agency for Food and Drug Administration and Control (NAFDAC)
 #101 CER: Permit to Import Industrial and Laboratory Chemicals
 #304 NCS: Authorization to Import Bulk Narcotics
 #311 NCS: Follow up Warehouse Inspection for Drugs
 #310 NCS: Follow up Warehouse Inspection for Raw Materials
 #301 NCS: Permit for Importation (Psychotropics and other Controlled substances)
 #302 NCS: Permit for Importation of Controlled Chemical (Precursor)
 #303 NCS: Permit to import controlled substances samples for registered finished products
 #308 NCS: Warehouse Inspection for Drugs

Note: After you have selected the Permit/Certificate code, the system automatically lists all the required documents in Attachments Tab.

- c. **Application Number** - is auto-generated and editable. You can define your own preferred Application number to easily trace your own application
- d. **Previous Certificate Number** – disabled. Auto-populated during renewal of e-permit.
- e. **Request Number** - is auto-generated after submission of application
- f. **Request Date** - is auto-generated after submission of application
- g. **Approval Reference** - is auto-generated after the application has been approved
- h. **Approval Date** - is auto-generated after application has been approved
- i. **Valid From** – select the date when the Certificate's validity will start



- j. **Valid To** - is auto-generated after capturing **Valid From** date. Each Certificate/Permit has its own validity period
- k. **Type of Use** – it could be a **Single** to **Multiple** usage of permit/certificate and disabled during data capturing. This will be auto-generated during Vetting process.
- l. **Total Number of Items** – Total number of items and is auto-generated after adding item(s)
- m. **Total Amount** - is auto-generated after submission of application for Access Fee and after Vetting process for Certificate Fee(s)
- n. **Amount To Be Paid** – total amount of e-permit/certificate fee(s) and is auto-generated after Vetting process
- o. **Current Division** - is auto-generated and displays the NAFDAC Division where application is currently being processed
- p. **Division Status** - is auto-generated and displays the status of application in its current Division
- q. **CBN Status** - is auto-generated after your NAFDAC e-permit/certificate has been used in CBN Form M.

6.1.4 Click on **Names & Parties** Tab to capture the Trader's information.

The screenshot shows a web application interface for NAFDAC eLICENSE. At the top, there are buttons for 'Import XML', 'Export XML', 'Store', 'Submit', and 'Close'. Below these are tabs for 'Header', 'Names & Parties', 'Items', 'Attachments', and 'Fees'. The 'Names & Parties' tab is active, displaying a form with the following fields:

- Company TIN**: 00029701-0001
- Company Name & Address**: INTERNATIONAL STARCHEM INDUSTRIES LIMITED, BADEJO KALESANWO STREET, MUSHIN.
- Company Phone**: 08052097173
- Company Email**: acustodio@webfontaine.com

Below the company details is a section for 'Applicant's Technical Expert Details' with the following fields:

- Name**: Kulasa Kulasisi B
- Phone**: 08095804072
- Email**: shoimes123@yahoo.com
- Qualification**: PhD Chemistry
- Job title**: Sr. Chemist
- Company Location**: 123 Crescent St. Abuja
- Warehouse Location**: 123 Crescent St. Abuja

- a. **Company TIN Number** – automatically populates the company details after successful logged in by the user. Details is from RIMM company reference table (Registered TIN from FIRS)
- b. **Company Name and Address** - automatically populates the company details after successful logged in by the user. Details is from RIMM company reference table (Registered TIN from FIRS)
- c. **Email Address** - automatically populates the company details after successful logged in by the user. Details is from RIMM company reference table (Registered TIN from FIRS). It is enabled for editing.
- d. **Phone Number** - automatically populates Company details when entered TIN is found from RIMM company reference table (Registered TIN from FIRS). It is enabled for editing.

Applicant's Technical Experts Details

- e. **Name** - enter the Name of the Technical Expert
- f. **Phone number** – enter the Technical Expert's phone number
- g. **Email** – enter the Technical Expert's email address
- h. **Qualification** - enter the Technical Expert's qualification details
- i. **Job Title** - enter the Technical Expert's job title
- j. **Company Location** - enter Company Location



k. **Warehouse Location** - enter Warehouse Location

6.1.5 Click on **Items** tab to capture the item details.

6.1.5.1 Adding an Item (recommended for minimal Items to capture)

- On Item page, click on **Add (+)** button to open a blank item page
- When blank items page is displayed, start capturing the required data fields:

- Item number** – is the item number series and auto-generated
- Commodity Code** - enter the Commodity code. Note that when entering the HS code, the system will display the list HS code which contain the same value. Use the scrollbar to move up and down the list of codes. Select the HS code from dropdown list.

Note: Clicking on **Commodity Code** link opens the Commodity Code Finder

- To look for any commodity code, define any of the search parameter then click on **Search** button.

- List of records found will be displayed. Select the commodity code you are looking for then click on its **Import** icon to import its details into item blank page.

- Commodity description** - is auto-generated once commodity code is selected.



4. **Name of Item as it would appear on Permit/Certificate** - enter the Commercial Description of Goods that would appear on printed Permit/Certificate
5. **Country of Origin** - select country of Origin from dropdown list where the goods come from.

Note:

- All Export Certificates - Item Level: Country of Origin (COO) field default is "NG – Nigeria" for PID certificate codes: 8406,8407,8408,8409 and 8410.

The screenshot shows a form with the following fields: Item No (1), Commodity Code (with a SUGGEST (MIN 2) button), Commodity Description, Name of Item as it would appear on Permit/Certificate, Country of Origin (a dropdown menu with 'NG' selected and 'Nigeria' as an option), and Manufacturers name and Address.

6. **Manufacturers name and Address** – enter Manufacturer's Name and Address
7. **Exporters name and Address** - enter Exporter's Name and Address
8. **Unit Of Measurement** - select unit of measurement from dropdown list
9. **Description/Pack size** – enter the detailed item's pack size description
10. **Requested Amount** - enter the requested amount or quantity

Note:

- Requested Quantity, Remaining Quantity/Other Information and Recommended Quantity/Other Information fields are disabled for the following PID certificate codes:

Certificate Code	Certificate/Permit Description
8401	Approval for No Objection to Utilize NAFDAC License
8407	Certificate of pharmaceutical product (COPP)
8408	Certificate of Free sale
8409	Health Certificate

11. **Other information** - enter any supporting information on the requested amount.
12. **Assessed Amount** - assessed amount recommended by Div. H. Vetting
13. **Remaining Amount** – Auto-generated when e-License certificate/permit has been utilized on PAAR Consignment. PAAR Consignment declared amount will be automatically deducted on e-License application when PAAR using the NAFDAC e-License has been processed (will be available in 2nd phase).
14. **Other information** - any supporting information on the Assessed amount.
15. **Recommended Amount** – recommended amount by Director and will be displayed after approval process
16. **Other information**- any supporting information on the recommended amount.



- c. Click on **Add** button to add the item details; otherwise **Cancel** button to return back to add item page
- d. Item details will be added in the item list table
- e. List of Item table will be updated the #, Commodity code, Description of commercial Goods, Country of Origin, UOM, Requested amount
- f. To add more items, repeat letter a onwards until all items are captured.

Import XML Export XML Store Submit Close

Header Names & Parties Items Attachments Fees

List of Items

Search Commodity

Import XLS Export XLS

Legend Deleted Item

#	Commodity Code	Description Commercial Goods	Country of Origin	Unit Of Measurement	Requested Quantity	Assessed Quantity	Recommended Quantity	Remaining Quantity
1	3002100000	Immunization forte	NG	500	23,123			

Note:

- **Deleting Item from the List of Item**
 - a. To delete the item details, click on item's **Delete** icon.

Import XLS Export XLS

Legend Deleted Item

#	Commodity Code	Description Commercial Goods	Country of Origin	Unit Of Measurement	Requested Quantity	Assessed Quantity	Recommended Quantity	Remaining Quantity
1	3002100000	Immunization forte	NG	500	23,123			
2	3002901000	Ferments	NG	500	1,231			

Delete

- b. Confirmation message will be displayed, click on **Yes** button to delete the selected items.

Import XML Export XML Store Submit Close

Header Names & Parties Items Attachments Fees

Item No 1

Commodity Code 3002100000

Commodity Description Vaccines for human medicine

Name of item as it would appear on Permit Certificate On Import

Country of Origin NG

Unit Of Measurement 500

Requested Amount 23,123

Assessed Amount

Recommended Amount

Other information

Delete Cancel

Import XML Export XML Store Submit Close

Header Names & Parties Items Attachments Fees

Item No 1

Commodity Code 3002100000

Commodity Description Vaccines for human medicine

Name of item as it would appear on Permit Certificate On Import

Country of Origin NG

Unit Of Measurement 500

Requested Amount 23,123

Assessed Amount

Recommended Amount

Other information

Confirm

Are you sure?

Yes No

- c. Updated list of Goods will be displayed and number of items will decrease by 1 count.



List of Items

Search Commodity

Import XLS Export XLS

#	Commodity Code	Description Commercial Goods	Country of Origin	Unit Of Measurement	Requested Amount	Assessed Amount	Recommended Amount	Remaining Amount
1	3002200000	PATH Malaria Vaccine Initiative (MVI)	FR	LO	2,312			
2	3002200000	GlaroSmithKline (GSK)	FR	U	223			

- Editing Item details

- a. Select Item to be edited then click on its **Edit** icon.

Legend: Deleted Item

Import XLS Export XLS

#	Commodity Code	Description Commercial Goods	Country of Origin	Unit Of Measurement	Requested Quantity	Assessed Quantity	Recommended Quantity	Remaining Quantity
1	3002100000	Immunization forte	NG	500	23,123			
2	3002901000	Farmments	NG	500	1,231			

Edit

- b. Item edit page will display editable fields. Modify the information then click on **Save** button to save the changes made.

Import XLS Export XLS

Save Submit Close

Header: Name & Parties Name: Agreement: Pass

Item No: 2

Commodity Code: 3002200000

Commodity Description: Vaccines for human medicine

Name of Item as it must appear on Permit/Cartridge: GlaxoSmithKline (GSK)

Country of Origin: FR France

Manufacturers name and Address: [Empty]

Exporter name and Address: [Empty]

Unit Of Measurement: U Unit

Description/Package Size: [Empty]

Requested Amount: 223.00

Remaining Amount: [Empty]

Other Information: [Empty]

Assessed Amount: [Empty]

Other Information: [Empty]

Recommended Amount: [Empty]

Other Information: [Empty]

Edit Cancel

- c. Modified details will appear in list of items table.

#	Commodity Code	Description Commercial Goods	Country of Origin	Unit Of Measurement	Requested Amount	Assessed Amount	Recommended Amount	Remaining Amount
1	3002300000	PATH Malaria Vaccine Initiative (MVI)	FR	LO	2,312			
2	3002200000	GlaroSmithKline (GSK)	FR	U	500			

- Viewing Item details

- a. To view its details then click on its **View** icon.

#	Commodity Code	Description Commercial Goods	Country of Origin	Unit Of Measurement	Requested Amount	Assessed Amount	Recommended Amount	Remaining Amount
1	3002300000	PATH Malaria Vaccine Initiative (MVI)	FR	LO	2,312			
2	3002200000	GlaroSmithKline (GSK)	FR	U	500			

- b. Item's details will be opened in view mode. Fields are in view mode and cannot be edited.

Import XLS Export XLS

View Submit Close

Header: Name & Parties Name: Agreement: Pass

Item No: 1

Commodity Code: 3002300000

Commodity Description: Vaccines for veterinary medicine

Name of Item as it must appear on Permit/Cartridge: PATH Malaria Vaccine Initiative (MVI)

Country of Origin: FR France

Manufacturers name and Address: [Empty]

Exporter name and Address: [Empty]

Unit Of Measurement: LO Unit

Description/Package Size: [Empty]

Requested Amount: 2,312.00

Remaining Amount: [Empty]

Other Information: [Empty]

Assessed Amount: [Empty]

Other Information: [Empty]

Recommended Amount: [Empty]

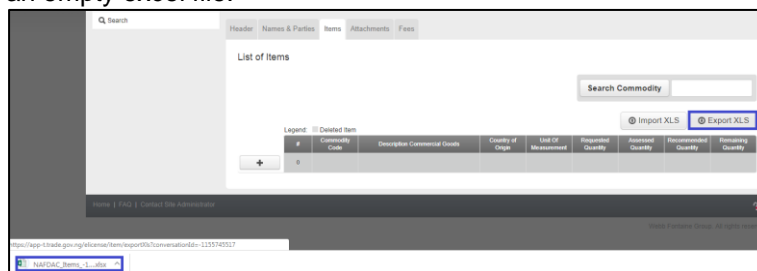
Other Information: [Empty]

Close

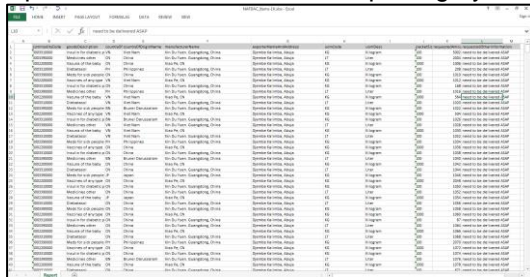
6.1.5.2 Accelerated capturing of numerous Items



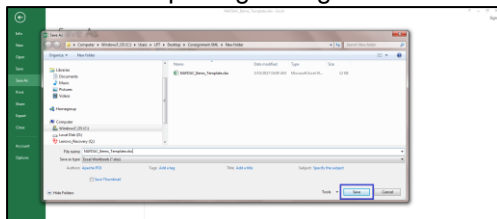
- a. To accelerate the capturing of numerous items, use of NAFDAC Excel template is highly commended or go to Items tab then click on Export XLS button to generate an empty excel file.



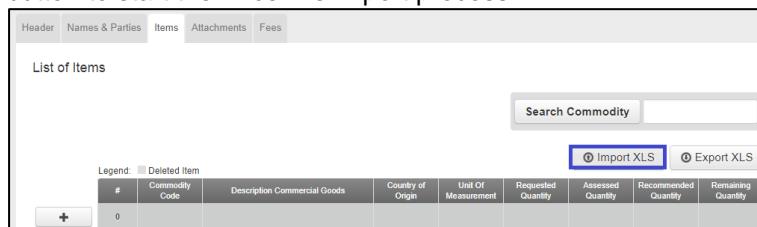
- b. Open the file then start data capturing by completing all mandatory fields.



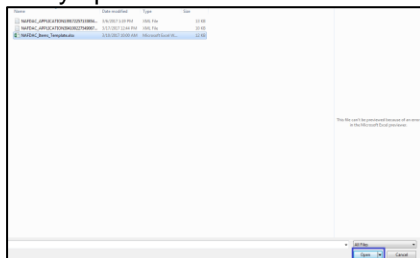
- c. When data capturing of huge items was completed save the file to your computer.



- d. Return to NAFDAC eLicense Application, go to **Item** tab then click on **Import XLS** button to start the Excel file import process.

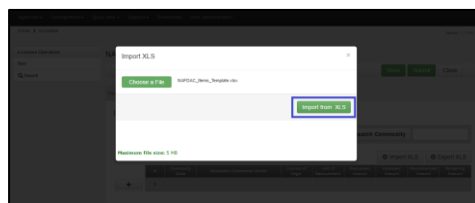


- e. Import XLS window to be displayed, click on **Choose a file** button to search for the newly updated Excel File.



- f. When the file has been found click on its filename then click on **Import from XLS** button to import the NAFDAC Excel file into Items tab.





- g. List of Items will be updated and list all the items. Note that the Total number of items will be displayed in # column.

Import XML Export XML Store Submit Close

Header Names & Parties **Items** Attachments Fees

List of Items

Search Commodity

Import XLS Export XLS

Legend: Deleted Item

#	Commodity Code	Description Commercial Goods	Country of Origin	Unit Of Measurement	Requested Quantity	Assessed Quantity	Recommended Quantity	Remaining Quantity
21								
1	2309901000	Broiler Pre-starter Concentrate Feed 2%	IN	KG	7,000			
2	2309901000	Broiler Starter Concentrate Feed 2%	IN	KG	14,000			
3	2309901000	Broiler Finisher Concentrate feed 2%	IN	KG	14,000			
4	2309901000	Chick Layer Concentrate feed 2%	IN	KG	14,000			
5	2309901000	Grower Layer Concentrate feed 2%	IN	KG	20,000			
6	2309901000	Layer Concentrate Feed 2%	IN	KG	100,000			
7	2838300000	SODA BI-CARBONATE	IN	KG	50,000			
8	2309901000	Broiler Starter Vitamin TM Premix	IN	KG	5,000			
9	2309901000	Broiler Finisher Vitamin TM Premix	IN	KG	5,000			
10	2309901000	Layer Chick Vitamin TM Premix	IN	KG	5,000			



- 6.1.6 Click on **Attachment** tab to view the list of required documents. List of documents to be attached are automatically populated based on selected Certificate code.
Mandatory and Optional markings are available, please refer to the Attachment Legend. Start attaching its corresponding scanned document.

Applicants Type * Manufacturer *
Certificate * CER: Permit to Import Chemical Substances severely Restricted by National Agency for Food and Drug Administration and Control (NAFDAC)

Header: Names & Photos Items Attachments Fees

Scanned document file-size limit is 2 MB. There is no overall limit for the total size of all attachments. The file-size of an attachment can be reduced by scanning it in black and white instead of grayscale and with a scanning resolution of 300dpi max.

List of Attachments

Legend: Mandatory Attachments (green), Optional Attachments (yellow)

#	Code	Type	Reference Number	Date	File
	SUGGES				Upload
1	070	Evidence of recent fumigation			
2	049	Evidence of Product Registration with NAFDAC			
3	075	Evidence of rent/ownership of warehouse			
4	056	Evidence of Local Purchase Order (LPO)/International Purchase Order			
5	051	Material Safety Data Sheet (MSDS)			
6	037	Signed Application letter			
7	044	Technical Officer - Degree certificate in sciences			
8	045	Technical Officer - Letter of acceptance of offer of employment			
9	046	Technical Officer - Letter of appointment			
10	110	Food Handlers Tests and Medical Certificate of Fitness			
11	111	SOP for Cleaning and Effluent Disposal			

- 6.1.7 From the list of required documents, select any document name then click on its **Edit** icon to enable its attachment fields for editing. Perform the following:

List of Attachments

Legend: Mandatory Attachments (green), Optional Attachments (yellow)

#	Code	Type	Reference Number	Date	File
	SUGGES				Upload
1	070	Evidence of recent fumigation			

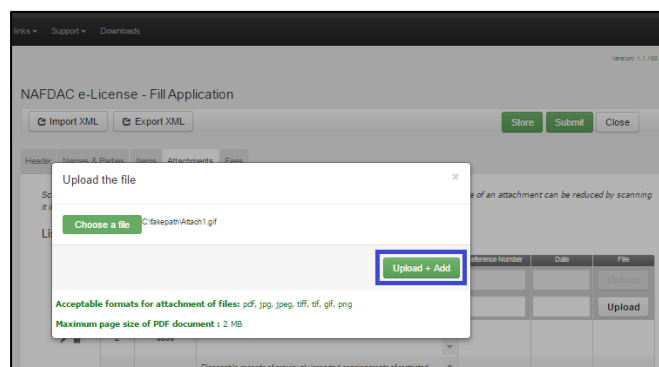
#	Code	Type	Reference Number	Date	File
1	070	Evidence of recent fumigation	RCD23423	09/03/2020	Upload

- Document number** - is automatically populates depending on number of certificates required upon selection of Certificate Type/code.
- Document type** - is automatically populates upon selection of Certificate Type/code
- Document Reference** - Enter the Document Reference (Optional)
- Date** - enter the Date (Optional)
- Attach the document(s) by clicking on **Upload** button
- Upload page will be displayed, click on **Browse** button to select the document then click on **Upload + Add** button to upload the document. Allowed document format and size are displayed on Upload file window.

Notes:

- Scanned document file-size limit is 2 MB.
- Acceptable formats for attachment of files: pdf, jpg, jpeg, tiff, tif, gif, png
- There is no overall limit for the total size of all attachments.
- The file-size of an attachment can be reduced by scanning it in black and white instead of grayscale and with a scanning resolution of 300dpi max."





- g. Document will be uploaded and its corresponding **Download** link will be displayed.

#	Code	Type	Reference Number	Date	File
		SUGGES			Upload
1	070	Evidence of recent fumigation			Download
2	049	Evidence of Product Registration with NAFDAC			
3	075	Evidence of rent/ownership of warehouse			
4	056	Evidence of Local Purchase Order (LPO)/International Purchase Order			Download
5	051	Material Safety Data Sheet (MSDS)			
6	037	Signed Application letter			Download
7	044	Technical Officer - Degree certificate in sciences			Download
8	045	Technical Officer - Letter of acceptance of offer of employment			Download
9	046	Technical Officer - Letter of appointment			Download
10	110	Food Handlers Tests and Medical Certificate of Fitness			Download
11	111	SOP for Cleaning and Effluent Disposal			Download

- 6.1.8 **Fees** tab remains blank during and after submission of the application. This will be filled in during Vetting process.

- Number (#)** - number series and automatically generated.
- Code** - Payment code will be blank since payment is manually calculated.
- Receipt Number** - Bank's Receipt number. This field is only enabled for NAFDAC Account Officer who does the payment confirmation.
- Payment Date** - Date of Payment. This field is only enabled for NAFDAC Account Officer who does the payment confirmation.
- Description** - description of payment to be made. Certificate Fees will be determined/captured at Vetting process.
- Amount** - amount to be paid. Certificate Fee(s) will be determined/captured at Vetting process.
- Total Amount** - Overall total amount application's Fees and it's auto-calculated.

Note:

- Certificate Fee** - It is the Certificate Fees required to be paid and will be determined as application progresses. Vetting officer to determine/capture the final



cost of Certificate fees and payment notification will be sent after Vetting process.
Payment can be done as application progresses or after Vetting process.

– **MONEY PAID IS NOT REFUNDABLE.**

6.1.9 After having completed the all data entries of NAFDAC Certificate application form and attached the necessary documents, user can perform the following by clicking on its respective button:

- a. **Store** – Stores the newly created permit/certificate application in the NSW Trade Portal server. Application can be stored without attachment of documents or no captured items details. Stored application can be updated or deleted.
- b. **Submit** – Submits the newly created permit/certificate application to start the processing.

6.2 Store an Application

6.2.1 Trader has an option to create an application and store it in NSW Trade Portal server then submit it later on.

6.2.2 To store newly created application just click on **Store** button.

NAFDAC e-License - Fill CER Application

Import XML Export XML **Store** Submit Close

Header Names & Parties Items Attachments Fees

Applicants Type * End User ?

Certificate * 8101
Chemical Evaluation and Research: Permit to Import Industrial and Laboratory Chemicals

Application Number 1570699045329

Previous Certificate/Permit Number

Request Number

Request Date

Approval Reference

Approval Date

Valid From * 01/11/2019

Valid To 31/12/2019

Type of Use

Total Number of Items

Total Amount ₦ 0.00

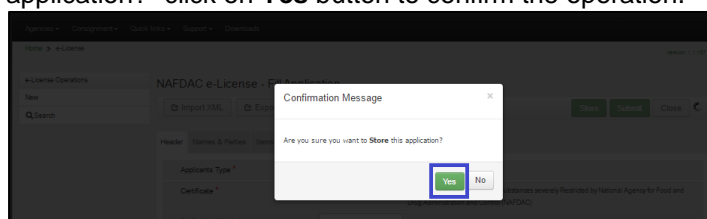
Amount To Be Paid ₦ 0.00

Current Division

Division Status

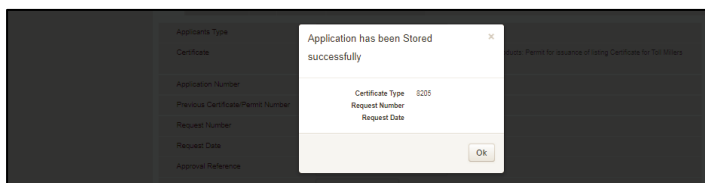
CBN Status

6.2.3 Confirmation message will be displayed “Are you sure you want to store this application?” click on **Yes** button to confirm the operation.



6.2.4 Notification message will be displayed: “Application has been stored successfully.” with Certificate Type code details.





Note:

- You can store an application without attaching the required documents or no captured item details.
- Stored NAFDAC application will not be visible to another user. Information of stored NAFDAC Application can be updated or deleted.
- NAFDAC application will be displayed in view mode after **Store** operation has been performed.

6.2.5 Support information tab will be updated and Application Progress Indicator remains no color.

Note:

- Application status will be **Stored**.

Status	Division Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division	Officer
Stored		8205		1531384778466					00029701...			

- Current Division and Division status field will remain blank.

6.3 Search an e-Permit/Certificate Application

6.3.1 To search for an e-Permit/Certificate record(s), click on **Search** hyperlink from list of NAFDAC operations.

6.3.2 When Search for e-License page is displayed, define search parameter values and click on **Search** button.

Search for e-License

Status: ALL

Division Status: ALL

Certificate: SUGGEST

Product Type:

Application Number:

Request Number:

Request Date:

Approval Reference: 2019002628

Approval Date:

Company TIN: SUGGEST (MIN 2)

Commodity Code:

Flow: ALL

Officer:

Directorate: SUGGEST

CBN Status:

Renewal: ☐

Additional Quantity: ☐

Legend: ■ Renewal ■ Additional Quantities ■ Queried ■ Returned by Director

Search Reset

Note:

- Click on **Reset** button to clear the search parameter's values
- To display all available records with different types and statuses, click on **Search** button without defining any search parameter values.

6.3.3 Record matching the search parameter will be displayed.

Search for e-License

Status: ALL

Division Status: ALL

Certificate: SUGGEST

Product Type:

Application Number:

Request Number:

Request Date:

Approval Reference: 2019002628

Approval Date:

Company TIN: SUGGEST (MIN 2)

Commodity Code:

Flow: ALL

Officer:

Directorate: SUGGEST

CBN Status:

Renewal: ☐

Additional Quantity: ☐

Legend: ■ Renewal ■ Additional Quantities ■ Queried ■ Returned by Director

Search Reset

Loaded 1 document(s) of 1

Status	Division Status	CBN Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division Code	Officer
Approved	Approved		8105		1572345283...	8105201900...	29/10/2019	2019002628		2...0002970...	CER		

Note: Application's **Status** background color from Search results page:

LEGEND: ■ Renewal ■ Additional Quantities ■ Queried ■ Returned by Director

- Yellow background - indicates that the e-Permit/Certificate was returned by any NAFDAC Division which requires correction or additional information from Trader. The background color will be removed after Trader has resubmitted the application.

Status	Division Status	CBN Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division Code	Officer
Queried			8503	Drugs ...	1566386936...	PE-8503201...	21/08/2019	erterte534534		0002970...	R&R	R&R_DH...	

- Pink background - indicates that the e-Permit/Certificate was returned by Director and needs be prioritized. The background color will be removed after Div. H. Vetting recommends the application for approval.



Status	Division Status	CBN Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division Code	Officer
Partially ...	Endorsed		8101		1571837505567	810120...	23/10/2019			0002970...	CER	CER_CIC...	

- Green background - indicates that the e-Permit/Certificate is for Renewal. The background color remains up to approval.

Status	Division Status	CBN Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division Code	Officer
Partially ...	Validated		8101		1570799355168	810120...	11/10/2019			0002970...	CER	CER_INS	

- Blue background - indicates that the e-Permit/Certificate has requested additional quantities for existing approved e-Permit/Certificate. The background color remains up to approval.

Status	Division Status	CBN Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division Code	Officer
Requested			8410		1571744113269	841020...	22/10/2019	2019002602		2...0002970...	PID	PID_DC	

6.4 Update the details of Stored Application

6.4.1 To update the details of any stored application, retrieve the stored application using its details. From search result page, click on its **Edit** icon to display its editable page.

Status	Division Status	CBN Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division Code	Officer
Stored			8101		1570699045329					0002970...			

6.4.2 Application's editable page will be displayed. All the entry fields which are enabled during data capturing are also editable during updating the information of stored application.

NAFDAC e-License - Edit Application

Export XML
Update
Submit
Close

Header
Names & Parties
Items
Attachments
Fees
Support Information

Applicants Type

End User

?

Certificate

8101

Chemical Evaluation and Research: Permit to Import Industrial and Laboratory Chemicals

Application Number

1570699045329

Previous Certificate/Permit Number

Request Number

Request Date

Approval Reference

Approval Date

Valid From *

01/11/2019

Valid To

31/12/2019

Type of Use

Total Number of Items

Total Amount

0.00

Amount To Be Paid

0.00

Current Division

Division Status

CBN Status

6.4.3 Modify the contents of application and/or attach necessary document/s then click on **Update** button to save the changes made in stored application.



NAFDAC e-License - Edit Application

[Export XML](#) [Update](#) [Submit](#) [Close](#)

Header | Names & Parties | Items | Attachments | Fees | Support Information

Applicants Type: End User ?

Certificate: 8101
Chemical Evaluation and Research: Permit to Import Industrial and Laboratory Chemicals

Application Number: 1570699045329

Previous Certificate/Permit Number:

Request Number:

Request Date:

Approval Reference:

Approval Date:

Valid From *: 01/11/2019

Valid To: 31/12/2019

Type of Use:

Total Number of Items:

Total Amount: ₦ 0.00

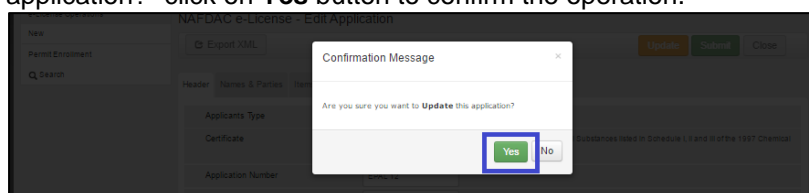
Amount To Be Paid: ₦ 0.00

Current Division:

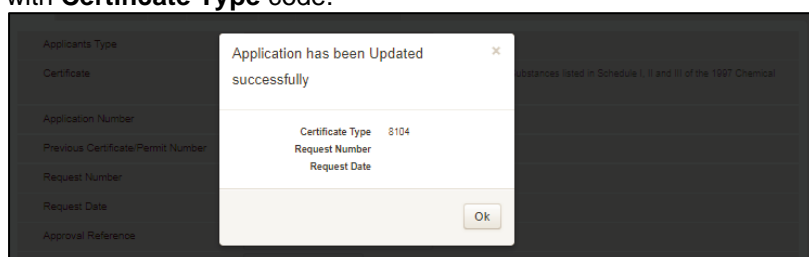
Division Status:

CBN Status:

6.4.4 Confirmation message will be displayed “Are you sure you want to update application?” click on **Yes** button to confirm the operation.



6.4.5 Notification message will be displayed: “Application has been updated successfully.” with **Certificate Type** code.



6.4.6 Support information tab will be updated and its Application Progress Indicator remains no color.



NAFDAC e-License - View Application

INTERNATIONAL STARCHEM INDUSTRIES LIMITED

Export XML Close

Header Names & Parties Items Attachments Fees Support Information

Application Progress Indicator

Account Documentation Inspection Vetting Approval

Process background color legend:
 Orange - application is in progress, Yellow - application is in Queried status, Green - application has completed the process

Owner WF-jcirujales-trader

Status Stored

10/07/2018

[11:53:23] WF-jcirujales-trader : Committed Store operation . New Status of document is Stored
 [12:00:46] WF-jcirujales-trader : Committed Update operation . New Status of document is Stored

Note:

- Status of updated stored application remains **Stored**.

Status	Division Status	CBN Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division Code	Officer
Stored			8101		1570699045329					0002970...			

6.5 Delete Stored Application

6.5.1 To delete your stored Application, go to Search for e-License page then retrieve the stored application. From search result page, select the application you wish to delete then click on its **Delete** icon.

Loaded 10 document(s) of 30

Status	Division Status	CBN Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division Code	Officer
Stored			8101		1570699045329					0002970...			
Stored			8104		1569262803326					0002970...			
Stored			8511	Admini...	1566401480562			werweg		0002970...			

6.5.2 Delete Confirmation message will be displayed "Are you sure you want to delete this application?" click on **Yes** button to confirm the operation.

Delete Confirmation

Are you sure you want to delete this application?

No Yes

6.5.3 Application will be deleted and number of available records in results page decreases by 1 count.

Loaded 10 document(s) of 29

Status	Division Status	CBN Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division Code	Officer
Stored			8104		1569262803326					0002970...			
Stored			8511	Admini...	1566401480562			werweg		0002970...			
Stored			8510	Animal...	1566400975970			dsfs		0002970...			

6.6 Submit Application

6.6.1 After having completed the all data entries of the application form and attached the necessary documents, you have an option to immediately submit the newly created application by clicking on **Submit** button.



NAFDAC e-License - Fill CER Application

Header | Names & Parties | Items | Attachments | Fees

Applicants Type * ?

Certificate *
Chemical Evaluation and Research: Permit to Import Industrial and Laboratory Chemicals

Application Number

Previous Certificate/Permit Number

Request Number

Request Date

Approval Reference

Approval Date

Valid From *

Valid To

Type of Use

Total Number of Items

Total Amount ₦

Amount To Be Paid ₦

Current Division

Division Status

CBN Status

6.6.2 Confirmation message will be displayed, you must confirm the information declared is True and Correct by clicking on its tick box.

Confirmation Message

Are you sure you want to **Submit** this application?

☐ I hereby declare that the details above are true and correct to the best of my knowledge

6.6.3 Click on **Yes** button to submit your application.

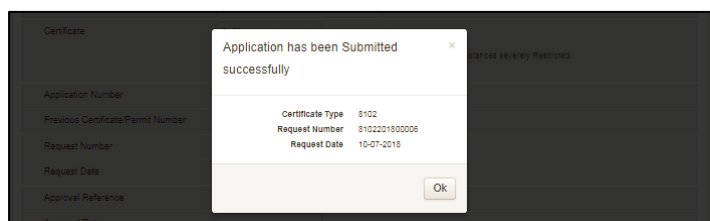
Confirmation Message

Are you sure you want to **Submit** this application?

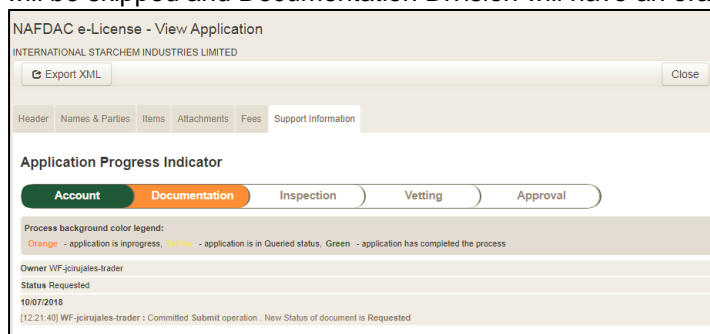
☒ I hereby declare that the details above are true and correct to the best of my knowledge

6.6.4 Notification message will be displayed: "Application has been submitted successfully." with **Certificate Type**, **Request Number** and **Request Date**.

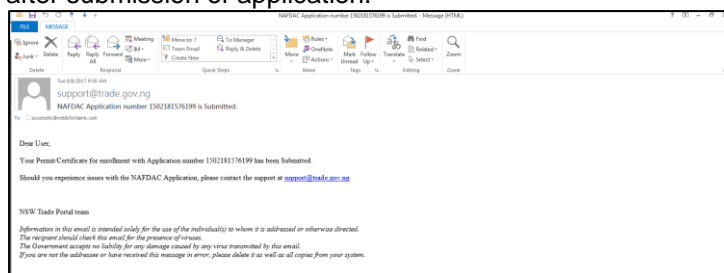




6.6.5 Support information tab will be updated and Application Progress Indicator – Account will be skipped and Documentation Division will have an orange background color.



6.6.6 NAFDAC e-License automatically sends notification to your registered email address after submission of application.



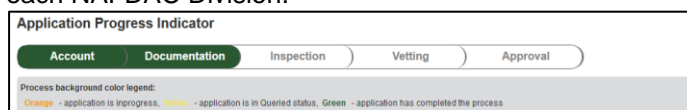
Note:

- Status of submitted application will be **Requested**.

Status	Division Status	CBN Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division Code	Officer
Requested			8405		1572612734299	840520...	01/11/2019			0002970...	PID	PID_DC	

General Remarks:

- a. **Application Progress Indicator** – shows the current status of your application in each NAFDAC Division.

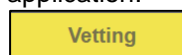


- b. **Application Progress Indicator – background color legend**

1. Orange – when the Division's name has Orange background color, it means that your application has started processing in that Division.



2. Yellow – when the Division's name has Yellow background color, it means that your application has been queried and returned back to you (Queried Status) due to documentation, compliance issue or any other issue related to your application.



3. Dark Green – when the Division's name has Dark Green background color, it means that your application has been completed the process in that Division.

Documentation

c. Application/Division Statuses

1. **Stored** – Application status will be *Stored* after Trader performed **Stored** or **UpdateStored** operations.
2. **Requested** - Application status will be *Requested* after Trader had submitted his application.
3. **Validated** - Division status will be *Validated* after NAFDAC Doc. Checker Officer **Validated** your application's documentation or after NAFDAC Div. H. Inspection had assigned your application to any NAFDAC Inspector Officer.
4. **Inspected** - Division status will be *Inspected* after NAFDAC Inspector had Completed the inspection process.
5. **Partially Approved** - Application status will be *Partially Approved* after validation of documents up to Vetting process (Officer Assignment).
6. **Assessed** – Application/Division status will be *Assessed* after Vetting Officer had completed the Vetting process.
7. **Vetted** - Division status will be *Vetted* after NAFDAC Account Officer had confirmed the payment of Certificate Fees.
8. **Recommended** - Division status will be *Recommended* after NAFDAC Div. H. Vetting had *Recommended* the application for approval.
9. **Approved** – Application/Division status will be *Approved* after NAFDAC Director had **Approved** the application.
10. **Rejected** - Application status will be *Rejected* after NAFDAC Director had **Rejected** the application.
11. **Queried** - Application status will be *Queried* after NAFDAC Doc. Checker Officer had performed the **Queried** operation or Div. H. inspection/Div. H. Vetting had performed **CD** operation.
12. **Expired** - Application status will be *Expired* after the application validity expires.
13. **Archived** – Queried Application status will be changed to *Archived* when it is inactive for three months. Archived permit with Additional Quantity will be automatically reverted back to Approved status.

Note: When status of Approved e-permit requested for additional quantity became Approved, previous version of Items List table will be displayed and application will retain the information from Fees tab (Paid Fees only), Added Inspection/Vetting reports, Brief Reports and Support Information details.

Note: NAFDAC Division

1. Division status will be updated after NAFDAC Officers have performed their permitted operations.
2. Status will be blank when application has been **Queried** or **Cancelled**.

6.7 Export XML

- 6.7.1 To export NAFDAC details into XML file, open the NAFDAC application record in view mode then click on **Export XML** button at menu bar. Export button is available in any application status.



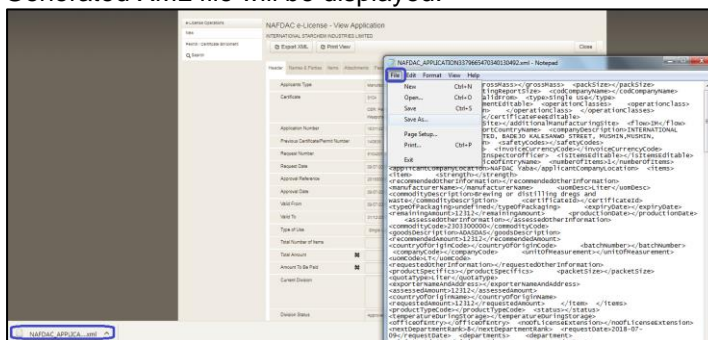
NAFDAC e-License - View Application
INTERNATIONAL STARCHEM INDUSTRIES LIMITED

Export XML Print View Close

Header Names & Parties Items Attachments Fees Support Information

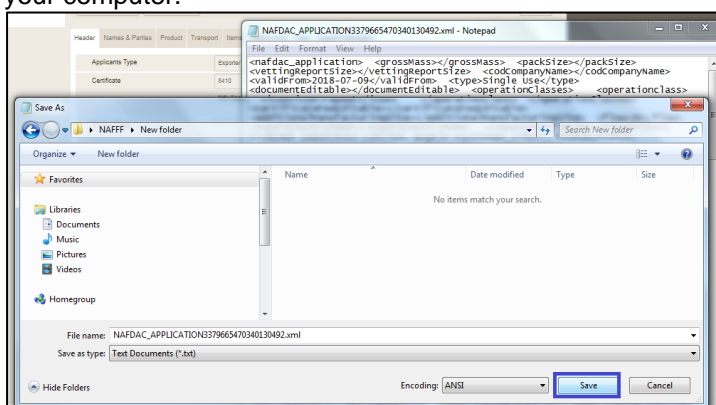
Applicants Type	Manufacturer
Certificate	8104
CER: Permit to Import Chemical Substances listed in Schedule I, II and III of the 1997 Chemical Weapons Convention	
Application Number	1531132197468
Previous Certificate/Permit Number	140639
Request Number	8104201800027
Request Date	09/07/2018
Approval Reference	2018000026
Approval Date	09/07/2018
Valid From	09/07/2018
Valid To	31/12/2018
Type of Use	Single Use
Total Number of Items	1
Total Amount	3,000.00
Amount To Be Paid	0.00
Current Division	

6.7.2 Generated XML file will be displayed.



Note: Only Application's information from Header, Names and Parties and Items will be exported in XML file.

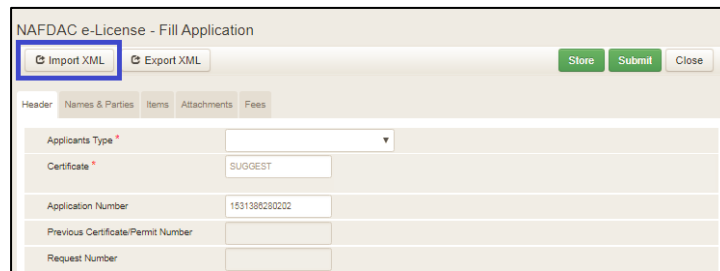
6.7.3 Click on **File** menu then select **Save as** option from dropdown menu to save the file on your computer.



6.8 Import XML

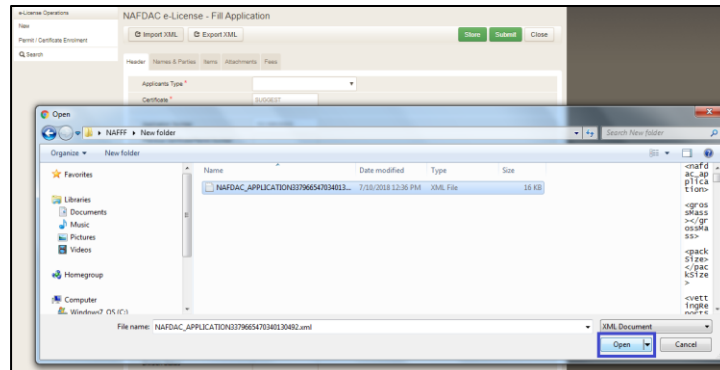
6.8.1 To import XML file into NAFDAC application blank form, click on **Import XML** button.



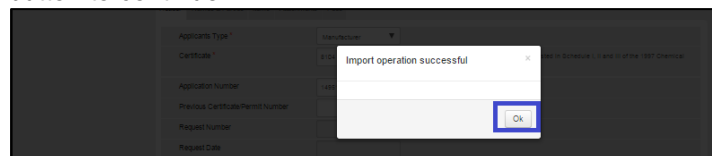


The screenshot shows the 'NAFDAC e-License - Fill Application' window. At the top, there are two buttons: 'Import XML' (highlighted with a blue box) and 'Export XML'. To the right are 'Store', 'Submit', and 'Close' buttons. Below these are tabs for 'Header', 'Names & Parties', 'Items', 'Attachments', and 'Fees'. The 'Header' tab is active, showing fields for 'Applicants Type' (a dropdown menu), 'Certificate' (a text field with 'SUGGEST' inside), 'Application Number' (a text field with '1531385280202'), 'Previous Certificate/Permit Number', and 'Request Number'.

6.8.2 Pop-up window will be displayed, select the XML file then click on **Open** button or double click on the filename.



6.8.3 Notification message will be displayed that Import operation is successful, click on **Ok** button to continue.



6.8.4 XML data will be imported on Header, Name and Parties, Items tabs. For attachments tab, you need to manually upload each document. Start modifying the NAFDAC application details when necessary.



NAFDAC e-License - Fill Application

Import XML Export XML Store Submit Close

Attached Document 1: File is Mandatory.
Attached Document 2: File is Mandatory.
Attached Document 3: File is Mandatory.
Attached Document 4: File is Mandatory.
Attached Document 5: File is Mandatory.

Header Names & Parties Items Attachments Fees

Applicants Type * Manufacturer

Certificate * 8104 CER: Permit to Import Chemical Substances listed in Schedule I, II and III of the 1997 Chemical Weapons Convention

Application Number 1531386483409

Previous Certificate/Permit Number

Request Number

Request Date

Approval Reference

Approval Date

Valid From * This field is required.

Valid To

Type of Use

Total Number of Items 1

Total Amount 0.00

Amount To Be Paid 0.00

Current Division

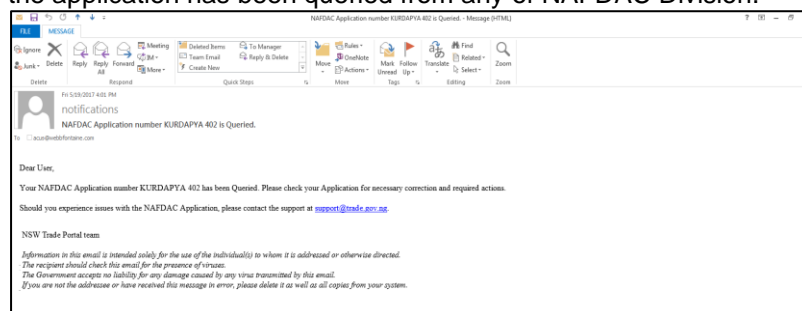
Division Status

7 NAFDAC eLICENSE OPERATIONS AFTER SUBMISSION OF NEW PERMIT/CERTIFICATE

7.1 Modification of Queried Application

7.1.1 Application that requires further information, compliance directives, action/s or/and has documentation issue/s, will be sent back to Trader and its status will be **Queried**.

7.1.2 NAFDAC e-License automatically sends notification to Trader's email address when the application has been queried from any of NAFDAC Division.

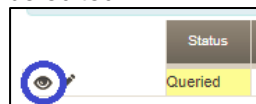


7.1.3 To check the application with **Queried** status, go to Search for e-License page then retrieve the **Queried** application specified in the email. Click on its **Edit** button to open its details.

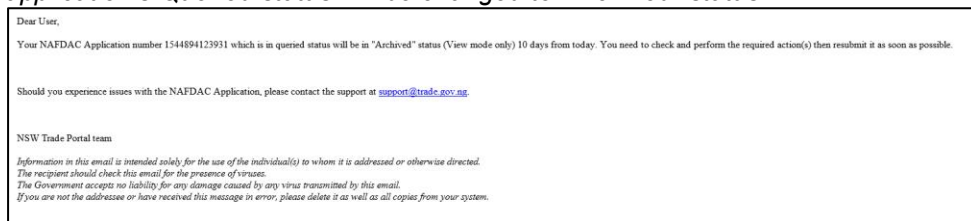
Status	Division Status	CBN Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division Code	Officer
Queried			8503	Drugs ...	1566386936078	PE-95...	21/08/2019	erterte53...		0002970...	R&R	R&R_DH...	

Note:

- Clicking on Eye icon opens the application in view mode and fields' values cannot be edited.



- Alert notification will be sent to Trader's registered email address 10 days before application's Queried status will be changed to "Archived" status.



- Any application which is in QUERIED status and inactive for three months will automatically be archived.

Loaded 10 document(s) of 25

	Status	Division	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division	Officer
🔍	Archived		8404		1537880672769PE-84042018...		25/09/2018			0002970...	PID	PID_DO...	
🔍	Archived		8304		1537880389019830420180002124/09/2018					0002970...	NCS	NCS_DC	
🔍	Archived		8105		1535611754442810520180002130/08/2018					0002970...	CER	CER_IHS	
🔍	Archived		8102		1530177866723810220180009328/06/2018					0002970...	CER	CER_AC	
🔍	Archived		8509	Special ...	1530103027950PE-85092018...		27/06/2018			0002970...	R&R	R&R_DO	
🔍	Archived		8201		1529921040796820120180009525/06/2018					0002970...	VMAP	VMAP_A	
🔍	Archived		8512	Food Pr...	1526300149695PE-85122018...		06/06/2018			0002970...	R&R	R&R_FP	
🔍	Archived		8510	Drugs P...	1526300936931PE-85102018...		06/06/2018			0002970...	R&R	R&R_DH	
🔍	Archived		8503	Drugs P...	1526299947645PE-85032018...		06/06/2018			0002970...	R&R	R&R_DH	
🔍	Archived		8502	Herbal &...	1526299879981PE-85022018...		06/06/2018	sadesd		0002970...	R&R	R&R_DH	

- 7.1.4 When application editable page is displayed, go to **Support Information** tab to check the reason for query. Application progress indicator shows in which NAFDAC Division your application was queried.

NAFDAC e-License - Edit Application

[Export XML](#) [Update](#) [Cancel](#) [Submit](#) [Close](#)

Header [Names & Parties](#) [Items](#) [Attachments](#) [Fees](#) [Support Information](#)

Application Progress Indicator

Account **Documentation** Inspection Vetting Approval

Process background color legend:
 Orange - application is in progress, Yellow - application is in Queried status, Green - application has completed the process

Owner WF-joirjales-trader

Status Queried

10/07/2018

[12:21:40] WF-joirjales-trader : Committed Submit operation . New Status of document is Requested

[01:03:52] ***** : Query Message: Please reattached clear copy of attachment code 003 - Invoice.

[01:03:52] ***** : Committed Query operation . New Status of document is Queried

Message

- 7.1.5 Start checking the content of application details based on required action.

Notes:

- On Item tab, you are not allowed to add an item, change the declared commodity code or change Requested Amount (Quantity).

List of Items

[Search Commodity](#) [Export XLS](#)

Legend: ☐ Deleted Item

#	Commodity Code	Description Commercial Goods	Country of Origin	Unit Of Measurement	Requested Quantity	Assessed Quantity	Recommended Quantity	Remaining Quantity
21								
1	2309901000	Broiler Pre-starter Concentrate Feed 2%	IN	KG	7,000			
2	2309901000	Broiler Starter Concentrate Feed 2%	IN	KG	14,000			
3	2309901000	Broiler Finisher Concentrate feed 2%	IN	KG	14,000			
4	2309901000	Chick Layer Concentrate feed 2%	IN	KG	14,000			
5	2309901000	Grower Layer Concentrate feed 2%	IN	KG	30,000			
6	2309901000	Layer Concentrate Feed 2%	IN	KG	100,000			
7	2836300000	SODA BI-CARBONATE	IN	KG	50,000			
8	2309901000	Broiler Starter Vitamin TM Premix	IN	KG	6,000			
9	2309901000	Broiler Finisher Vitamin TM Premix	IN	KG	5,000			
10	2309901000	Layer Chick Vitamin TM Premix	IN	KG	5,000			

- You are only allowed to change the field's value of "Name that would appear on Permit/Certificate"



Name of Item as it would appear on Permit/Certificate *	ACTARA (Tiametoxam)
---	---------------------

- Deleting an item requires a mandatory comment

Recommended Quantity	
Other Information	
Reason For Deletion *	Item is no longer needed
<input type="button" value="Delete"/> <input type="button" value="Cancel"/>	

- Deleted item will be disabled and will not be removed from the list

Legend: Deleted Item

#	Commodity Code	Description Commercial Goods	Country of Origin	Unit Of Measurement	Requested Quantity	Assessed Quantity	Recommended Quantity	Remaining Quantity
1	2309901000	Broiler Pre-starter Concentrate Feed 2%	IN	KG	7,000			
2	2309901000	Broiler Finisher Concentrate feed 2%	IN	KG	14,000			
3	2309901000	Chick Layer Concentrate feed 2%	IN	KG	14,000			
4	2309901000	Grower Layer Concentrate feed 2%	IN	KG	30,000			
5	2309901000	Layer Concentrate Feed 2%	IN	KG	100,000			
6	2836300000	SODA BI-CARBONATE	IN	KG	50,000			
7	2309901000	Broiler Starter Vitamin TM Premix	IN	KG	6,000			
8	2309901000	Broiler Finisher Vitamin TM Premix	IN	KG	5,000			
9	2309901000	Layer Chick Vitamin TM Premix	IN	KG	5,000			

- Undo Delete icon will revert back the item status to active.

Legend: Deleted Item

#	Commodity Code	Description Commercial Goods	Country of Origin	Unit Of Measurement	Requested Quantity	Assessed Quantity	Recommended Quantity	Remaining Quantity
1	2309901000	Broiler Pre-starter Concentrate Feed 2%	IN	KG	7,000			
2	2309901000	Broiler Starter Concentrate Feed 2%	IN	KG	14,000			
3	2309901000	Broiler Finisher Concentrate feed 2%	IN	KG	14,000			
4	2309901000	Chick Layer Concentrate feed 2%	IN	KG	14,000			

- Items which were deleted in previous processing of Queried application will have View icon only

Legend: Deleted Item

#	Commodity Code	Description Commercial Goods	Country of Origin	Unit Of Measurement	Requested Quantity	Assessed Quantity	Recommended Quantity	Remaining Quantity
15	2309901000	Broiler Pre-starter Concentrate Feed 2%	IN	KG	7,000	7,000		
16	2309901000	Broiler Starter Concentrate Feed 2%	IN	KG	14,000			
17	2309901000	Broiler Finisher Concentrate feed 2%	IN	KG	14,000			
18	2309901000	Chick Layer Concentrate feed 2%	IN	KG	14,000			
2	2309901000	Grower Layer Concentrate feed 2%	IN	KG	30,000	23,000		
3	2309901000	Layer Concentrate Feed 2%	IN	KG	100,000	75,000		
4	2309901000	SODA BI-CARBONATE	IN	KG	50,000	45,000		
3	2309901000	Broiler Starter Vitamin TM Premix	IN	KG	6,000	6,000		
4	2309901000	Broiler Finisher Vitamin TM Premix	IN	KG	5,000	5,000		
5	2309901000	Layer Chick Vitamin TM Premix	IN	KG	5,000	5,000		

- After application has been submitted, Support Information tab will show the deleted Commodity code(s)

[01:34:31] WF-jcirujales-trader : Message: deleted item(s) 3003390000, 3002200000, 3003310000, 3003390000
[01:34:31] WF-jcirujales-trader : Committed Submit operation. New Status of document is Requested

- When queried application has additional quantity requested, only items with additional quantity and newly added items will have edit icon.

60	3002300000	34234234	KG	23,423	0	0	
61	3002100000	32424234	KG	23,423	0	0	

- On Attachment page, you should be able to add the same document code when required but should not be able to edit or delete the previous attached documents.



Export XML Update Cancel Submit Close

Header Names & Parties Items **Attachments** Fees Support Information

Scanned document file-size limit is 2 MB. There is no overall limit for the total size of all attachments. The file-size of an attachment can be reduced by scanning it in black and white instead of grayscale and with a scanning resolution of 300dpi max.

List of Attachments

Legend ■ Mandatory Attachments ■ Optional Attachments

#	Code	Type	Reference Number	Date	File
	SUGGES				Upload
1	070	Evidence of recent fumigation			Download
2	049	Evidence of Product Registration with NAFDAC			Download
3	056	Evidence of Local Purchase Order (LPO) /International Purchase Order			Download
4	051	Material Safety Data Sheet (MSDS)			Download
5	037	Signed Application letter			Download
6	044	Technical Officer - Degree certificate in sciences			Download
7	045	Technical Officer - Letter of acceptance of offer of employment			Download
8	046	Technical Officer - Letter of appointment			Download
9	110	Food Handlers Tests and Medical Certificate of Fitness			Download
10	111	SOP for Cleaning and Effluent Disposal			Download
11	075	Evidence of rent/ownership of warehouse	asdasda	16/03/2020	Download

- To add same document code on Attachment page, select the **Document code**, enter **Reference number** and select **Date** then start uploading the document.

Export XML Update Cancel Submit Close

Header Names & Parties Items **Attachments** Fees Support Information

Scanned document file-size limit is 2 MB. There is no overall limit for the total size of all attachments. The file-size of an attachment can be reduced by scanning it in black and white instead of grayscale and with a scanning resolution of 300dpi max.

List of Attachments

Legend ■ Mandatory Attachments ■ Optional Attachments

#	Code	Type	Reference Number	Date	File
	SUGGES				Upload
1	070	Evidence of recent fumigation			Download
2	049	Evidence of Product Registration with NAFDAC			Download
3	056	Evidence of Local Purchase Order (LPO) /International Purchase Order			Download
4	051	Material Safety Data Sheet (MSDS)			Download
5	037	Signed Application letter			Download
6	044	Technical Officer - Degree certificate in sciences			Download
7	045	Technical Officer - Letter of acceptance of offer of employment			Download
8	046	Technical Officer - Letter of appointment			Download
9	110	Food Handlers Tests and Medical Certificate of Fitness			Download
10	111	SOP for Cleaning and Effluent Disposal			Download
11	075	Evidence of rent/ownership of warehouse	asdasda	16/03/2020	Download
12	075	Evidence of rent/ownership of warehouse			Download

7.1.6 After verification on queried application has been made, the following operations can be performed:

- Update** –you can modify the application details then perform update operation when modification made is not yet final and it requires more actions. Its status will remain “Queried” and still accessible to Trader.
- Cancel** – cancellation of application terminates the processing of your application due to unforeseen circumstances. Canceled application cannot be processed anymore.



- c. **Submit** – when modification has been made, you can resubmit the application. Resubmission of application will return back the application to NAFDAC process where it was queried.

Note:

- After Queried application has been updated, application status remains “QUERIED”.

Status	Division Status	CBN Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division Code	Officer
Queried			8503	Drugs	1566386936078	PE-85...	21/08/2019	erterte53...		0002970...	R&R	R&R_DH...	

- After resubmission of Queried application from Documentation process, application's Division status will be changed from “QUERIED” to “REQUESTED”.

Status	Division Status	CBN Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division Code	Officer
Requested	Requested		8101		1562767773439	810120...	10/07/2019			0002970...	CER	CER_DC	

- After resubmission of Queried application from Inspection process, application's Division status will be changed from “QUERIED” to “VALIDATED”. Division column shows inspection division.

Status	Division Status	CBN Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division Code	Officer
Partially ...	Validated		8101		1563393611498	810120...	17/07/2019			0002970...	CER	CER_INS	

- After resubmission of Queried application from Div. H. Vetting process, application's Division status will be changed from “QUERIED” to “ENDORSED”. Division column shows vetting division.

Status	Division Status	CBN Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division Code	Officer
Partially ...	Endorsed		8302		1569307763554	830220...	24/09/2019			0002970...	NCS	NCS_PC...	

- Application Re-routing after resubmission of application:
 - Queried application from Documentation Process will be returned back directly to Documentation process.
 - Queried application from Inspection Process will be automatically returned back directly to Div. H. inspection.
 - Queried application from Div. H. Vetting Process will be automatically returned back directly to Div. H. Vetting.



7.2 Cancellation of Application

- 7.2.1 Cancellation of Application can be made only when the application is in Queried status.
- 7.2.2 Cancellation of application is to terminate the processing of the NAFDAC Certificate/Permit application.
- 7.2.3 When you wish to cancel the Queried application due to unforeseen reason, retrieve the application then open it in its **Edit** mode;

Status	Division Status	CBN Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division Code	Officer
Queried			8505	Importe...	1566389743...	PE-8505201...	21/08/2019	4234234		0002970...	R&R	R&R_DO...	

- 7.2.4 Go to **Support Information** tab the write the reason for cancellation of application then click on **Cancel** button.

NAFDAC e-License - Edit Application

Export XML Update Cancel Submit Close

Header Names & Parties Items Attachments Fees Support Information

Application Progress Indicator

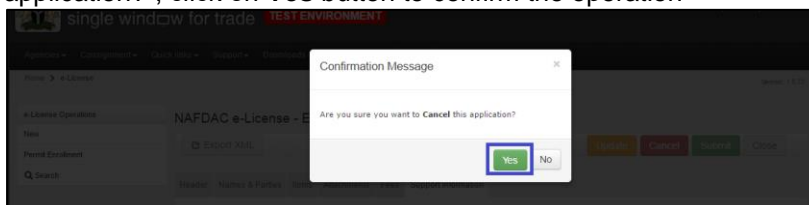
Account Documentation Inspection Vetting Approval

Process background color legend:
 Orange - application is in progress, Yellow - application is in Queried status, Green - application has completed the process

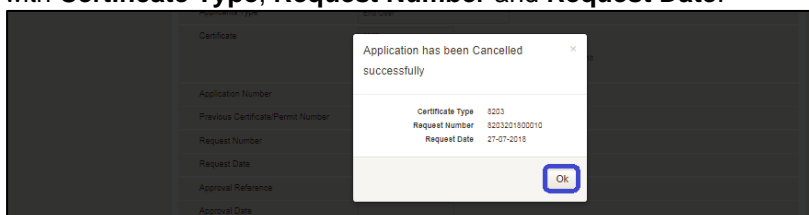
Owner WF-jorjales-trader
 Status Queried
 27/07/2018
 [02:09:53] WF-jorjales-trader : Committed Submit operation : New Status of document is Requested
 [02:23:12] ***** : Query Message: Please provide a clear copy of MOU on registration of Products
 [02:23:12] ***** : Committed Query operation : New Status of document is Queried

Message
 Requested item is no longer needed

- 7.2.5 Confirmation message will be displayed “Are you sure you want to Cancel application?”, click on **Yes** button to confirm the operation



- 7.2.6 Notification message will be displayed: “Application has been canceled successfully.” with **Certificate Type**, **Request Number** and **Request Date**.



- 7.2.7 Support information tab will be updated and Application Progress Indicator graph will have no color.

NAFDAC e-License - View Application

INTERNATIONAL STARCHEM INDUSTRIES LIMITED

Export XML Close

Header Names & Parties Items Attachments Fees Support Information

Application Progress Indicator

Account Documentation Inspection Vetting Approval

Process background color legend:
 Orange - application is in progress, Yellow - application is in Queried status, Green - application has completed the process

Owner WF-jcinjales-trader

Status Canceled

27/07/2018

[02:09:53] WF-jcinjales-trader : Committed Submit operation . New Status of document is Requested
 [02:23:12] ***** : Query Message: Please provide a clear copy of MOU on registration of Products
 [02:23:12] ***** : Committed Query operation . New Status of document is Queried
 [02:33:12] WF-jcinjales-trader : Cancel Message: Requested item is no longer needed.
 [02:33:13] WF-jcinjales-trader : Committed Cancel operation . New Status of document is Canceled

Note:

- Status of the application will be **Canceled**.

Status	Division Status	CBN Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division Code	Officer
Canceled			8403		1563549743	8403201900	19/07/2019			0002970	PID	PID_INS	

7.3 Rejected Application

7.3.1 When Application has been rejected due to NAFDAC valid reason, NAFDAC eLicense application will sent you an email notification that your application has been rejected.

7.3.2 Log on to your email provider to view the email notification

NAFDAC Application number 1531231406130 is Rejected. - Message (HTML)

FILE MESSAGE

Ignore X Delete Reply Reply All Forward More Deleted Items To Manager Team Email Create New Quick Steps Move OneNote Mark Follow Unread Up Tags Editing Zoom

Tue 7/10/2018 3:53 PM

support@trade.gov.ng

NAFDAC Application number 1531231406130 is Rejected.

To: acs@webfontaine.com

Dear User,

Your NAFDAC Application number 1531231406130 has been Rejected and your transaction is terminated. Please check your NAFDAC Application for further information.

Should you experience issues with the NAFDAC Application, please contact the support at support@trade.gov.ng.

NSW Trade Portal team

Information in this email is intended solely for the use of the individual(s) to whom it is addressed or otherwise directed. The recipient should check this email for the presence of viruses. The Government accepts no liability for any damage caused by any virus transmitted by this email. If you are not the addressee or have received this message in error, please delete it as well as all copies from your system.

7.3.3 Go to NAFDAC application search page then retrieve the application and open it on its view mode.

Status	Division Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division	Officer
Rejected	Rejected	8302		1531231406130	8302201800018	10/07/2018			0002970	NCS	NCS_D	

7.3.4 Go to **Support Information** tab to check the details of Rejection.

Agencies + Consignment + Quick links + Support + Downloads

Home > e-License

e-License Operations

New Permit / Certificate Enrolment Search

NAFDAC e-License - View Application

INTERNATIONAL STARCHEM INDUSTRIES LIMITED

Export XML Close

Header Names & Parties Items Attachments Fees Support Information

Application Progress Indicator

Account Documentation Inspection Vetting Approval

Process background color legend:
 Orange - application is in progress, Yellow - application is in Queried status, Green - application has completed the process

Owner WF-jcinjales-trader

Status Rejected

10/07/2018

[03:05:56] WF-jcinjales-trader : Committed Submit operation . New Status of document is Requested
 [03:52:51] ***** : Reject Message: nadsadad
 [03:52:51] ***** : Committed Reject operation . New Status of document is Rejected



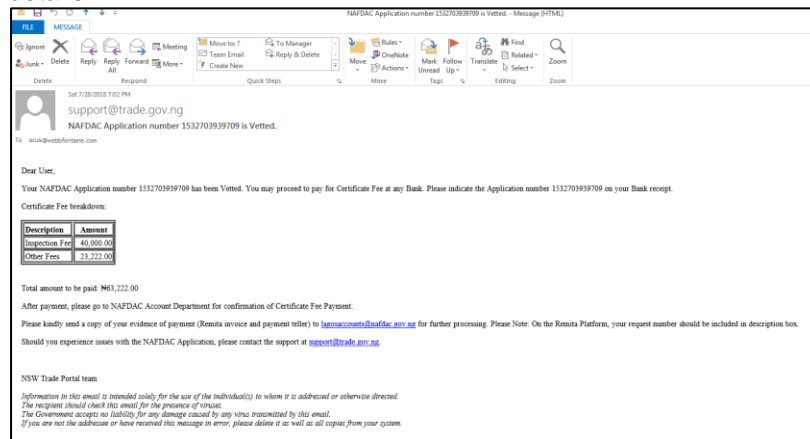
7.4 Certificate Fees Payment

7.4.1 Final Certificate Fees will be determined and captured during Vetting process.

Note:

- You will be called in for face to face interview at Vetting Process. Please bring all the original copies of the attached documents.
- Certificate Fees payment can be made as your application progresses, thus required to present the payment details/receipts during vetting process.

7.4.2 After Vetting has been done, NAFDAC eLicense application automatically sends you an email notification that your application has been vetted. It contains the payment details.



Note: Added details in the e-mail:

Please kindly send a copy of your evidence of payment (Remita invoice and payment teller) to lagosaccounts@nafdac.gov.ng for further processing.
Please Note: On the Remita Platform, your request number should be included in description box.

7.4.3 Retrieve your newly assessed application to check its details.

Status	Division Status	CBN Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division Code	Officer
Assessed	Assessed		8401		1571840431849	84012...	23/10/2019			00029701...	PID	PID_AD	

Total Amount	₦	60,000.00
Amount To Be Paid	₦	60,000.00

NAFDAC e-License - View Application

INTERNATIONAL STARCHEM INDUSTRIES LIMITED

Export XML

Close

HeaderNames & PartiesItemsAttachmentsFeesSupport Information

List of Fees and Charges

#	Code	Receipt Number	Payment Date	Description	Amount
1	--			Fee 1	50,000.00
2	--			Fee 2	10,000.00
Total Amount ₦					60,000.00

MONEY PAID IS NOT REFUNDABLE

7.4.4 You may proceed to pay certificate fees to your preferred bank when not yet paid.

Note that Application number must be written on Bank's receipt.

7.4.5 After payment has been made, go back to NAFDAC Account Department then present the payment receipts.



7.4.6 NAFDAC Account Department to confirm the payment then stamped your payment receipt.

7.4.7 After NAFDAC officer has confirmed your payment, your application's Division status will be "**Vetted**" and will be available to Div. H. Vetting for Approval recommendation.

Status	Division Status	CBN Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division Code	Officer
Partially Appr...	Vetted		8403		1570098782240	84032...	03/10/2019			00029701...	PID	PID_DO...	

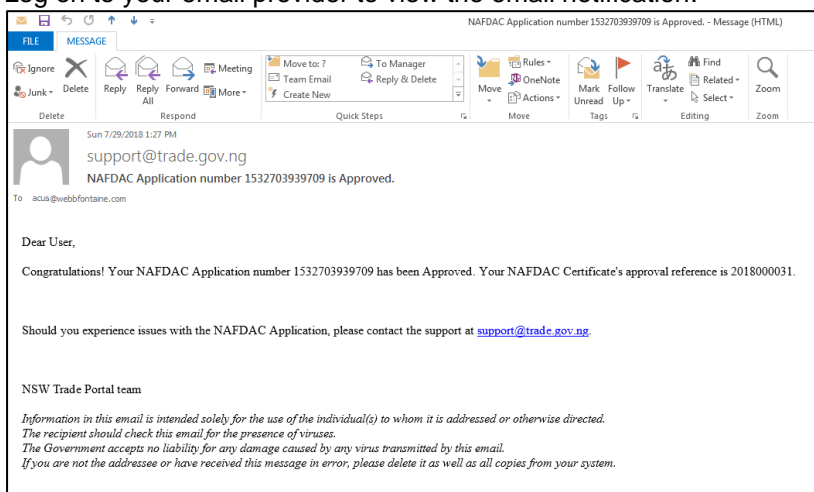
Total Amount	₦	60,000.00
Amount To Be Paid	₦	0.00

NAFDAC e-License - View Application					
INTERNATIONAL STARCHEM INDUSTRIES LIMITED					
Export XML					Close
Header	Names & Parties	Items	Attachments	Fees	Support Information
List of Fees and Charges					
					MONEY PAID IS NOT REFUNDABLE
#	Code	Receipt Number	Payment Date	Description	Amount
1	--	INV234234	02/07/2018	Fee 1	50,000.00
2	--	INCV32532	09/07/2018	Fee 2	10,000.00
Total Amount					₦ 60,000.00

7.5 Approved eLicense Application

7.5.1 When your application has been approved by NAFDAC Director, NAFDAC eLicense application will send you an email notification that your application has been approved.

7.5.2 Log on to your email provider to view the email notification.



7.5.3 Go to NAFDAC application search page then retrieve the application.

7.5.4 Approved application will have View, Additional Quantity and Renew icons.

Status	Division Status	CBN Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division Code	Officer
Approved	Approved		8105		1572345283092	81052...	29/10/2019	20190026...	29/10/...	00029701...	CER		

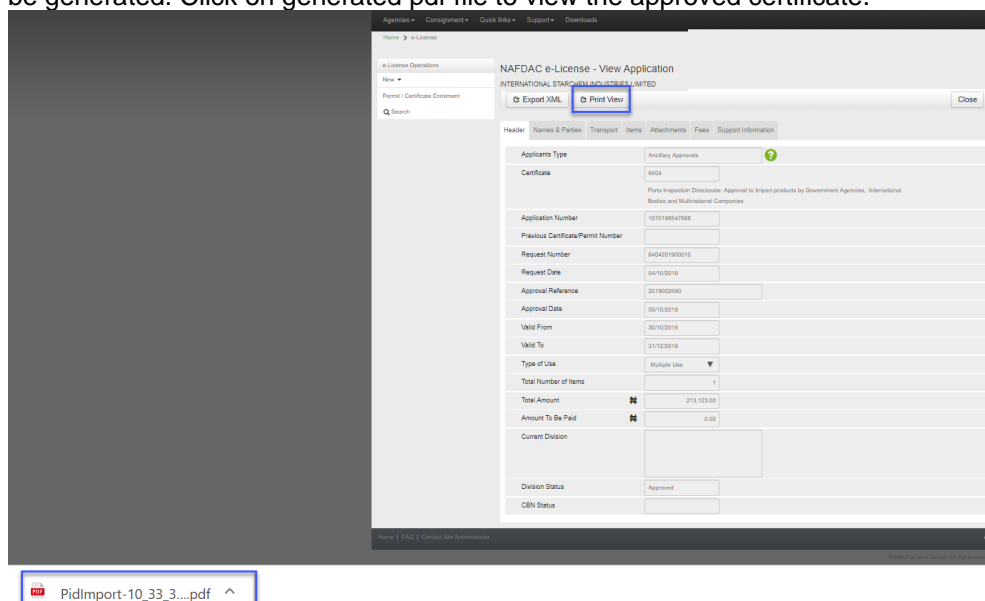
Note: Additional icon will not be available for these two certificate codes after Approval:
8603 - Permit to Import Active Pharmaceutical Ingredients for Institutional Use
8605 - Permit to Import Pharma Grade Excipient for Institutional Use

7.5.5 To print the e-Permit/Certificate open the application in view mode.

Status	Division Status	CBN Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division Code	Officer
Approved	Approved		8105		1572345283092	81052...	29/10/2019	20190026...	29/10/...	00029701...	CER		



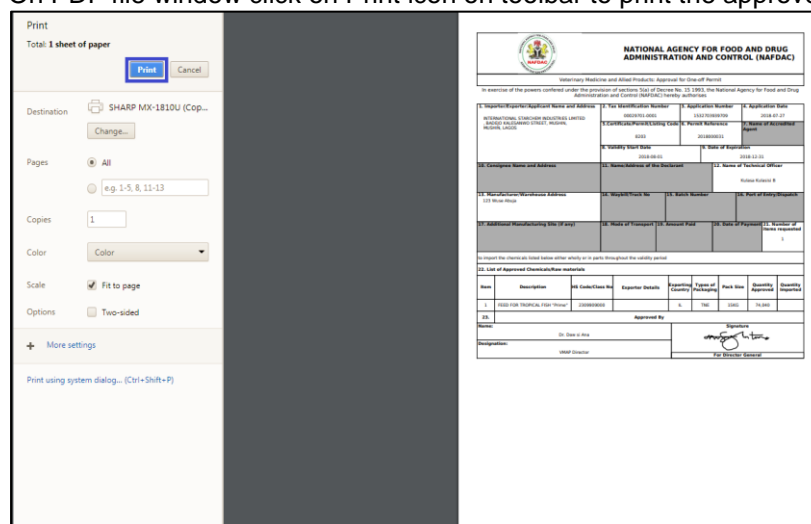
7.5.6 When application is opened, click on View/print PDF button at menu bar. PDF file will be generated. Click on generated pdf file to view the approved certificate.



Note:

- Print/View button is only available when Permit/Certificate application is Approved.

7.5.7 On PDF file window click on Print icon on toolbar to print the approved application.



Note:

- Certificate's validity period varies from one certificate to another.

7.5.8 You can use/attach your NAFDAC e-permit/certificate reference number in CBN Form M Application (refer to [NAFDAC e-License and CBN Form M Integration](#) topic).

Note: You can also use/attach your NAFDAC e-permit/certificate with on-going request for Additional Quantity.

7.5.9 For your Approved Permit with several Additional Quantity, you can print its previous approved item's version.

- Retrieve the permit then open either on **View** or **Edit** mode.

	Status	Division Status	CBN Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division Code	Officer
	Approved	Approved		8601		1578146810...	8601201900...	12/12/2019	2019002...	12/12/2...	0002970...	DER		



- Go to Items tab then click on **Item Version** button to display the available version. Select the version you would like to print.

Header Names & Parties Items Attachments Fees Support Information

List of Items

Search Commodity

Item Version

Version 1
Version 2
Version 3
Version 4

Legend: Added Item Edited Item Deleted Item

#	Commodity Code	Description Commercial Goods	Country of Origin	Unit Of Measurement	Total Requested Quantity	Total Assessed Quantity	Total Recommended Quantity
1	4403920000	qweqwe		DL	1,042	21,965	22,707
2	5503300000	532		IU	22,342	23,342	45,684
3	5508200000	23532		KG	23,432	25,955	49,387
4	3405200000	3423423		KG	3,242	37,476	40,718
5	4403490000	23423423		HB	34,324	268,566	102,890
6	4403490000	2342342		HB	2,424	2,424	4,848
7	4407920000	3423423		LBS	34,234	34,234	68,468
8	4504900000	23423		KG	543,534	543,534	1,087,068
9	3401300000	32432423		KG	22,423	32,423	44,846
10	3405100000	3242342		LO	32,423	32,423	64,846

- PDF file will be generated and downloaded with its selected Version as displayed below:

Downloads/1576146810734-**Version3**-12_03_31.678.pdf

NATIONAL AGENCY FOR FOOD AND DRUG ADMINISTRATION AND CONTROL (NAFDAC)

DER: Permit to Import Active Pharmaceutical Ingredients as Manufacturers

In exercise of the powers conferred under the provision of sections 5(a) of Decree No. 15 1993, the National Agency for Food and Drug Administration and Control (NAFDAC) hereby authorises

1. Importer/Exporter/Applicant Name and Address
INTERNATIONAL STARCHEM INDUSTRIES LIMITED
8, BADEJO KALESANWO STREET, MUSHIN,
LAGOS

2. Tax Identification Number
00029701-0001

3. Application Number
1576146810734

4. Application Date
2019-12-12

5. Certificate/Permit/Listing Code
8601

6. Permit Reference
2019002652

7. Name of Accredited Agent

8. Validity Start Date
2019-12-30

9. Date of Expiration
2019-12-31

10. Consignee Name and Address

11. Name/Address of the Declarant

12. Name of Technical Officer
dfsdf

13. Manufacturer/Warehouse Address
asdas

14. Waybill/Truck No

15. Batch Number

16. Port of Entry/Dispatch

17. Additional Manufacturing Site (if any)

18. Mode of Transport

19. Amount Paid

20. Date of Payment

21. Number of items requested
10

to import the chemicals listed below either wholly or in parts throughout the validity period Legend: Added Item Edited Item

22. List of Approved Chemicals/Raw materials

Item	Description	HS Code/Class No	Exporter Details	Exporting Country	Types of Packaging	Pack Size	Quantity Approved	Quantity Imported
1	qweqwe	4403920000			DL	qweqw	1,042	
2	532	5503300000			IU	35232	22,342	
3	23532	5508200000			KG	23523	23,432	
4	3423423	3405200000			KG	3423423	3,242	
5	23423423	4403490000			HB	23423423	34,324	
6	2342342	4403490000			HB	234324	2,424	
7	3423423	4407920000			LBS	234234	34,234	
8	23423	4504900000			KG	234324	543,534	
9	32432423	3401300000			KG	234234	22,423	
10	3242342	3405100000			LO	23423	32,423	

23. Approved By

Name: Mrs. Ijeoma Nwankwo

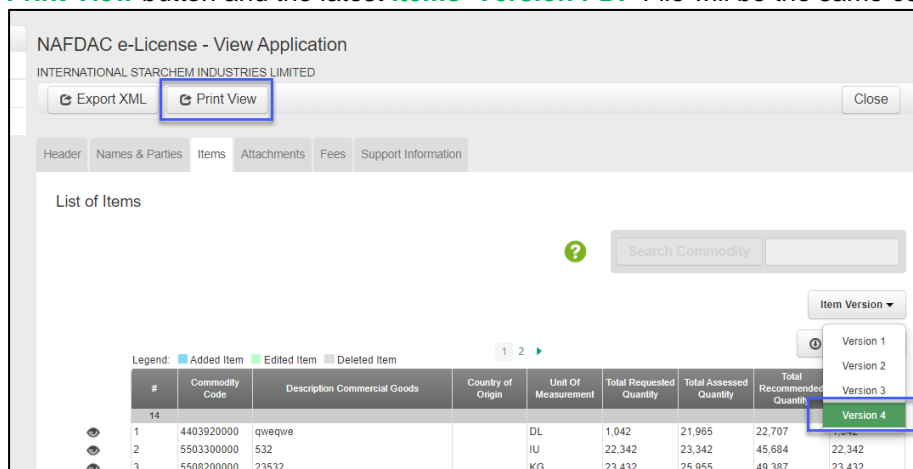
Designation: DER Director

Signature

For Director General



- On PDF File, Approved Quantity latest version will show the cumulative quantity as its version progresses.
- **Print View** button and the latest **Items' Version PDF** File will be the same contents.



7.6 Expired Application

- 7.6.1 Validity of e-permit/certificate varies on the type of NAFDAC certificate/permit applied for.
- 7.6.2 When the validity of the NAFDAC e-permit/certificate expires its application status will be **Expired**. E-permit/certificate's validity period automatically expires.
- 7.6.3 **View** and **Renew** icons will be available.

	Status	Division Status	CBN Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division Code	Officer
	Expired	Approved		8410		1562077832867	84102...	02/07/2019	20190025...	02/07/...	00029701...	PID		

7.7 e-Permit/Certificate Renewal

- 7.7.1 Renewal of e-permit/certificate can be made when its status is either **Approved** or **Expired**. You can start the renewal process by clicking on its **Renew** icon.

	Status	Division Status	CBN Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division Code	Officer
	Approved	Approved		8105		1572345283092	81052...	29/10/2019	20190026...	29/10/...	00029701...	CER		

When renewing e-permit/certificate the following actions can be made:

- Add New item(s)
- Modify the details of existing item(s)
- Delete an existing Item(s).

Note: Renewal is available only to NCS, CER, VMAP, PID, DER and FSAN e-permit/certificates.

- 7.7.2 After clicking on **Renew** icon, system opens a new page with auto-populated data from the previous e-Permit/Certificate. Start data capturing.



NAFDAC e-License - Fill CER Application

Export XML Store Submit Close

Header Names & Parties Items Attachments Fees Support Information

Applicants Type * End User ?

Certificate * 8105
Chemical Evaluation and Research: Issuance of listing Certificate

Application Number 1572644995160

Previous Certificate/Permit Number 2019002628

Request Number

Request Date

Approval Reference

Approval Date

Valid From *

Valid To

Type of Use

Total Number of Items 90

Total Amount ₦ 0.00

Amount To Be Paid ₦ 0.00

Current Division

Division Status

CBN Status

➤ In Header tab

- **Previous Certificate/Permit Number** – Auto-populate and will be in hyperlink (previous certificate). Clicking the link opens the previous e-permit/certificate in other tab.

Previous Certificate/Permit Number 2017000068

- **Valid From**

- Renewal of Approved e-permit – Pop-up calendar starts the dates after the expiration date of previous e-permit/certificate (set Valid Date from 1 day ahead of the previous application valid to value).

- Renewal of Expired e-permit – Pop-up calendar default is set to Current date.

- Only these fields are enabled:
 - Application Number
 - Valid from

➤ In Names and Parties tab



Company TIN: 0023701-0001

Company Name & Address: INTERNATIONAL STARCHEM INDUSTRIES LIMITED, BADEJO KALESANWO STREET, MUSHIN.

Company Phone: 08052097173

Company Email: acust@webbfontaine.com

Applicant's Technical Expert Details

Name: Kulasa Kulasi B

Phone: 08095894072

Email: sherlockhol@yahoo.com

Qualification: B Pharm

Job title: Chemist

Company Location: #121 Wuse II Abuja

Warehouse Location: #121 Wuse II Abuja

- All fields are auto-filled and other fields can be modified

➤ In Item tab

Search Commodity

Legend: Added Item Deleted Item

#	Commodity Code	Description Commercial Goods	Country of Origin	Unit Of Measurement	Requested Quantity	Assessed Quantity	Recommended Quantity	Remaining Quantity
1	2309901000	Grower Layer Concentrate feed 2%	IN	KG	30,000	0	0	
2	2836300000	SODA BI-CARBONATE	IN	KG	50,000	0	0	
3	2309901000	Broiler Starter Vitamin TM Premix	IN	KG	6,000	0	0	
4	2309901000	Grower Vitamin TM Premix	IN	KG	5,000	0	0	
5	2309901000	Layer Vitamin TM Premix	IN	KG	20,000	0	0	
6	2922410000	L-Lysine	IN	KG	6,000	0	0	
7	2930400000	DL-Methionine	IN	KG	12,000	0	0	
8	2923100000	Choline Chloride	IN	KG	12,000	0	0	
9	2309901000	Carophyll Red	IN	KG	500	0	0	
10	2309901000	Carophyll Yellow	IN	KG	200	0	0	

- Existing list of Items of previous e-Permit/Certificate will be displayed
- Assessed Quantity and Recommended Quantity Columns values are set zero (0)
- You can modify the existing item details
- You can add new item (commodity code)
- You can delete an existing item when necessary
- Item's number will have background color when it's newly added.

Legend: Added Item Deleted Item

#	Commodity Code	Description Commercial Goods	Country of Origin	Unit Of Measurement	Requested Quantity	Assessed Quantity	Recommended Quantity	Remaining Quantity
1021	3003390000	Meds for sick people	CN	KG	1,228	0	0	
1022	3002200000	Vaccines of any type	CN	KG	1,228	0	0	
1023	3003200000	MALAREX FORTE		DL	2,313	0	0	

➤ In Attachment tab



Export XML Store Submit Close

Header Names & Parties Items Attachments Fees Support Information

Scanned document file-size limit is 2 MB. There is no overall limit for the total size of all attachments. The file-size of an attachment can be reduced by scanning it in black and white instead of grayscale and with a scanning resolution of 300dpi max.

List of Attachments

Legend ■ Mandatory Attachments ■ Optional Attachments

#	Code	Type	Reference Number	Date	File
		SUGGES			Upload
1	059	Current Annual License to practice of the superintendent pharmacist			
2	037	Signed Application letter			
3	097	Retention of Premises Certificate from Pharmacist Council of Nigeria			
4	045	Technical Officer - Letter of acceptance of offer of employment			
5	105	Letter of undertaken that API strictly for intended purpose			
6	106	Letter from Authorizing Institution requiring API			

- List of required documents from previous e-permit/certificate will be available and can be downloaded.
- Start checking the validity of each attached document if still valid
- User can attach the same document code
- User can add other supporting document(s) when necessary e.g. by using "030"-Other.

List of Attachments

#	Code	Type	Reference Number	Date	File
	030	Other			Upload

➤ In Fees tab

Import XML Export XML Store Submit Close

Header Names & Parties Items Attachments Fees Support Information

List of Fees and Charges

#	Code	Receipt Number	Payment Date	Description	Amount
					<div>MONEY PAID IS NOT REFUNDABLE</div>
Total Amount ₦					0.00

- Fees tab is empty.

➤ In Support Information tab

Import XML Export XML Store Submit Close

Header Names & Parties Items Attachments Fees Support Information

Application Progress Indicator

Account Documentation Inspection Vetting Approval

Process background color legend:
■ - application is in progress, ■ - application is in Queried status, ■ - application has completed the process

- Support Information is empty.

7.7.3 After having completed the all data entries of NAFDAC Certificate application form and attached the necessary documents, user can perform the following by clicking on its respective button:

- Store** – Stores the newly created permit/certificate application in the NSW Trade Portal server. Application can be stored without attachment of documents or no captured items details. Stored application can be updated or deleted.
- Submit** – Submits the newly created permit/certificate application to start the renewal processing.

Note:



➤ For duplicate old records which were created prior deployment of Additional Quantity and renewal features:

- a. Renewal can be made on the approved e-permit/certificate having the latest approval date.

- b. When renewing approved or expired e-permit/certificate having the latest approval date **but** it has duplicate records which are still in-progress in any NAFDAC processes, error message will be displayed.

- Renewal of e-permit/certificate processing is the same as new/fresh application.
➤ Newly submitted application status will be **Requested** and it will have green background color throughout the process.

	Status	Division Status	CBN Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division Code	Officer
	Requested			8304		1566225629367	83042	19/08/2019			00029701	NCS	NCS_DC	

- Controls on new/fresh application are applicable to e-permit/certificate being renewed such as control when application is in queried, rerouting of Queried application, email notification, etc.
➤ After submission of the e-permit/Certificate for renewal, renewal icon of its previous e-permit/certificate will be removed.

- When processing the e-permit/certificate being renewed was terminated/cancelled, its status will be cancelled and renew icon will be reverted back to its previous e-permit/certificate.
➤ Approved renewed e-permit/certificate will have **view** icon only. Other icons (Renew and Additional Quantities) will auto-populate after the current e-permit/certificate has been expired.

	Status	Division Status	CBN Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division Code	Officer
	Approved	Approved		8101		1572522653597	81012...	31/10/2019	20190026...	31/10/...	00029701...	CER		

- Approved renewed e-permit/certificate will have **view** icon only. Other icons (Renew and Additional Quantities) will auto-populate after the current e-permit/certificate has been expired.
➤ Approved e-permit/certificate for renewal printout will have identification of items which were modified for additional quantities or newly added items.



NATIONAL AGENCY FOR FOOD AND DRUG ADMINISTRATION AND CONTROL (NAFDAC)

Veterinary Medicine and Allied Products: Permit to Import Pesticides/Agricultural Fertilizers

In exercise of the powers conferred under the provision of sections 13 of Decree No. 13 1993, the National Agency for Food and Drug Administration and Control (NAFDAC) hereby authorizes

1. Importer/Exporter/Applicant Name and Address INTERNATIONAL STANBACH INDUSTRIES LIMITED ANDRE HALLWAY STREET, WILLOW MIDLAND, LANCAS	2. Tax Identification Number 8000000000000000	3. Application Number 1528723780801	4. Application Date 2018-10-01
5. Certificate/Permit/Exporting Code 8302	6. Permit Reference 2018000006	7. Validity Start Date 2018-08-10	8. Validity End Date 2018-12-31
9. Consignee Name and Address	10. Name/Address of the Importer	11. Name of Technical Officer Kulisa Kulasi B	
12. Manufacturer/Warehouse Address Johannesburg	13. Weight/Perk No.	14. Batch Number	15. Port of Entry/Dispatch
16. Additional Manufacturing Site (if any)	17. Mode of Transport	18. Amount Paid	19. Date of Payment
20. Number of Items requested 4		21. Number of Items requested 4	

Legend: ☒ Added item ☐ Edited item

Item	Description	HS Code/Class No.	Expiry Date	Quantity	Quantity	Quantity
1	market	0701100000	2018-12-31	100,000	100,000	100,000
2	market	2304000000	2018-12-31	100,000	100,000	100,000
3	market	2303000000	2018-12-31	100,000	100,000	100,000
4	market	2402111000	2018-12-31	100,000	100,000	100,000

Approved By:

Signature:

For Director General

- When e-Permit/certificate for renewal has been approved, its Renewed Permit Number will auto-populate on its previous e-permit/certificate.

Header	Names & Parties	Items	Attachments	Fees	Support Information
Applicants Type	Manufacturer				
Certificate	8302 Narcotics and C				
Application Number	1528723780801				
Previous Certificate/Permit Number	131619				
Renewed Permit Number	180779				
Request Number	8302201800013				
Request Date	11/06/2018				
Approval Reference	2018000022				

7.8 Request for Additional Quantities on Approved e-Permit/Certificate

- 7.8.1 Request for Additional Quantities can be made on current approved e-Permit/Certificate and validity dates is still valid. When requesting for additional quantities, the following actions can be made:
- Add New item(s)
 - Edit existing items to request additional quantities

Note: Request for Additional Quantities is available only to NCS, CER and VMAP e-permit/certificates.

- 7.8.2 Retrieve the approved e-Permit/Certificate then click on its **Additional Quantity** icon

Status	Division Status	CBN Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division Code	Officer
Approved	Approved	8105	1572345283092	81052...	29/10/2019	20190026...	29/10/...	00029701...	CER				

Note: Additional Quantities icon will be available as long as e-permit/certificate status is **Approved**.

- 7.8.3 e-Permit/Certificate editable page will be displayed. Start modifying the application details.

- In Header tab



NAFDAC e-License - Edit Application

Export XML Print View Submit Close

Header Names & Parties Items Attachments Fees Support Information

Applicants Type	Marketer	
Certificate	8105	Chemical Evaluation and Research: Issuance of listing Certificate
Application Number	1503059933355	
Previous Certificate/Permit Number	57700	
Request Number	8105201700033	
Request Date	18/08/2017	
Approval Reference	2017000045	
Approval Date	21/08/2017	
Valid From	21/08/2017	
Valid To	20/08/2019	
Type of Use	Single Use	
Total Number of Items	1	
Total Amount	₦	11,452.00
Amount To Be Paid	₦	0.00
Current Division		

- All field are displayed.

➤ In Names and Parties tab

NAFDAC e-License - View Application

INTERNATIONAL STARCHEM INDUSTRIES LIMITED

Export XML Close

Header Names & Parties Items Attachments Fees Inspection Vetting Support Information

Company TIN	00029701-0001
Company Name & Address	INTERNATIONAL STARCHEM INDUSTRIES LIMITED BADEJO KALESANWO STREET, MUSHIN.
Company Phone	080520971173
Company Email	acus@webbfontaine.com

Applicant's Technical Expert Details

Name	Kulasa Kulasisi B
Phone	0809594072
Email	sherlockholmes@yahoo.com
Qualification	Phd Chemistry
Job title	Sr. Chemist
Company Location	123 Crescent Street, Wuse Abuja
Warehouse Location	123 Crescent Street, Wuse Abuja

- All field are disabled for editing.

➤ In Item tab



NAFDAC e-License - Edit Application

Export XML Print View Submit Close

Header Names & Parties Items Attachments Fees Support Information

List of Items

Search Commodity

Import XLS Export XLS

Legend: Added Item Edited Item Deleted Item

#	Commodity Code	Description Commercial Goods	Country of Origin	Unit Of Measurement	Total Requested Quantity	Total Assessed Quantity	Total Recommended Quantity	Remaining Quantity
1	4503100000	wenwenwe		HB	2,423	3,423	2,423	2,423

- Existing list of Items will be displayed
- For the requisition of huge additional items, you can use Excel file to capture the additional quantities details of several items then use **Import XLS** button to import the Excel file information onto the Items Tab.

List of Items

Search Commodity

Import XLS Export XLS

Legend: Added Item Edited Item Deleted Item

#	Commodity Code	Description Commercial Goods	Country of Origin	Unit Of Measurement	Total Requested Quantity	Total Assessed Quantity	Total Recommended Quantity	Remaining Quantity
1	4503100000	wenwenwe		HB	2,423	3,423	2,423	2,423

Note: Additional items will be added in the list of existing Items.

List of Items

Search Commodity

Import XLS Export XLS

Legend: Added Item Edited Item Deleted Item

#	Commodity Code	Description Commercial Goods	Country of Origin	Unit Of Measurement	Total Requested Quantity	Total Assessed Quantity	Total Recommended Quantity	Remaining Quantity
1	4503100000	wenwenwe		HB	2,423	3,423	2,423	2,423
2	3808911920	ORO INSECTICIDE		ML	0	0	0	
3	3808911920	ORO INSECTICIDE		ML	0	0	0	
4	3808911920	ORO INSECTICIDE		ML	0	0	0	
5	3808911920	ORO INSECTICIDE		ML	0	0	0	
6	3808911920	ORO INSECTICIDE		ML	0	0	0	
7	3304910000	GERVENNE BOUQUET PERFUMED T...		G	0	0	0	
8	3304910000	GERVENNE BOUQUET PERFUMED T...		G	0	0	0	
9	3304910000	GERVENNE BOUQUET PERFUMED T...		G	0	0	0	
10	0403101000	PASCAUL 0% LITE YOGHURT WITH ...		G	0	0	0	

- You can modify the existing item details which you would like to request for additional quantities



Item No	1	
Commodity Code	1104230000	
Commodity Description	Other worked grains (for example, hulled, pearled, sliced or kibbled) Of maize (corn)	
Name of Item as it would appear on Permit/Certificate	dasdasd	
Country of Origin	DE	Germany
Manufacturers name and Address		
Exporter Name and Address		
Unit Of Measurement	M2	Square meter
Description/Pack Size		
Requested Quantity	1,223.00	
Additional Quantity *		
Total Requested Quantity	1,223.00	
Other Information		
Remaining Quantity	1,223.00	
Assessed Quantity	1,223.00	
Total Assessed Quantity	1,223.00	
Other Information		
Recommended Quantity	1,223.00	
Total Recommended Quantity	1,223.00	
Other Information		
<input type="button" value="Edit"/> <input type="button" value="Cancel"/>		

- ✓ **Additional Quantity** – enter additional quantity you would like to request (mandatory)
- ✓ **Other information** - write any supporting information (optional)
- ✓ **Total Requested Quantity** – auto-calculated once added value in Additional Quantity entry field.
- ✓ **Total Assessed Quantity** - auto-calculated. Remaining Quantity + Assessed Quantity
- ✓ **Total Recommended Quantity** - auto-calculated. Remaining Quantity + Recommended Quantity

Requested Quantity	1,312.00
Additional Quantity	10,000.00
Total Requested Quantity	11,312.00
Other Information	

- You can add new item (commodity code)
 - ✓ Clicking on + button opens a blank item page



NAFDAC e-License - Edit Application

Export XML Print View Submit Close

Header Names & Parties Items Attachments Fees Support Information

Item No 2

Commodity Code * 3002200000

Commodity Description vaccines for human medicine

Name of item as it would appear on Permit/Certificate * Malarex Forte

Country of Origin SUGGEST (MIN 2)

Manufacturers name and Address

Exporter Name and Address

Unit Of Measurement * U Unit

Description/Pack Size

Requested Quantity

Additional Quantity * 12,344.00

Total Requested Quantity 12,344.00

Other Information

Remaining Quantity

Assessed Quantity

Total Assessed Quantity

Other Information

Recommended Quantity

Total Recommended Quantity

Other Information

Add Cancel

✓ Added item will be added in Item list and Header tab - Total Number of Items will be increased

Legend: Added Item Edited Item Deleted Item									
#	Commodity Code	Description Commercial Goods	Country of Origin	Unit Of Measurement	Total Requested Quantity	Total Assessed Quantity	Total Recommended Quantity	Remaining Quantity	
1	3002200000	eriveine	FR	M	11,312	1,312	1,312	1,312	
2	3002200000	Malarex Forte		U	12,344				

Note:

- All Export Certificates - Item Level: Country of Origin (COO) field default is "**NG – Nigeria**" for certificate codes: 8406,8407,8408,8409 and 8410.

Item No 1

Commodity Code * SUGGEST (MIN 2)

Commodity Description

Name of item as it would appear on Permit/Certificate

Country of Origin NG Nigeria

Manufacturers name and Address

- Requested Quantity, Remaining Quantity/Other Information and Recommended Quantity/Other Information fields are disabled for the following certificate codes:

Certificate Code	Certificate/Permit Description
8401	Approval for No Objection to Utilize NAFDAC License
8406	Combined Certificate of manufacture and Free sales (CCMFS)
8407	Certificate of pharmaceutical product (COPP)
8408	Certificate of Free sale
8409	Health Certificate
8410	Export certificate for items transported through Land borders

- Item's number will have background color when it's deleted, edited or newly added.



- Clicking on **Additional Quantities historized** icon opens Application - items' Additional Quantities history table with original list of items. Note that historized table details will be updated when the current application has been approved.

Version	Date/Time	Item Number	HS Code	Requested Quantity	Additional Quantity	Total Requested Quantity	Other Information	Remaining Amount	Assessed Quantity	Total Assessed Quantity	Other Information	Recommended Quantity	Total Recommended Quantity	Other Information
1	2018-10-...	1	30033100...	5002		5002	need to b. 5002	5002	5002			5002		
1	2018-10-...	2	30033900...	2004		2004	need to b. 2004	2004	2004			2004		
1	2018-10-...	3	30022000...	1006		1006	need to b. 1006	1006	1006			1006		
1	2018-10-...	4	30033100...	208		208	need to b. 208	208	208			208		
1	2018-10-...	5	30033900...	1010		1010	need to b. 1010	1010	1010			1010		
1	2018-10-...	6	30022000...	1012		1012	need to b. 1012	1012	1012			1012		
1	2018-10-...	7	30033100...	106		106	need to b. 106	106	106			106		
1	2018-10-...	8	30033900...	1016		1016	need to b. 1016	1016	1016			1016		
1	2018-10-...	9	30022000...	564		564	need to b. 564	564	564			564		
1	2018-10-...	10	30033100...	1020		1020	need to b. 1020	1020	1020			1020		
1	2018-10-...	11	30033900...	1022		1022	need to b. 1022	1022	1022			1022		
1	2018-10-...	12	30022000...	504		504	need to b. 504	504	504			504		
1	2018-10-...	13	30033100...	1026		1026	need to b. 1026	1026	1026			1026		
1	2018-10-...	14	30033900...	1028		1028	need to b. 1028	1028	1028			1028		
1	2018-10-...	15	30022000...	1030		1030	need to b. 1030	1030	1030			1030		
1	2018-10-...	16	30033100...	1032		1032	need to b. 1032	1032	1032			1032		
1	2018-10-...	17	30033900...	1034		1034	need to b. 1034	1034	1034			1034		
1	2018-10-...	18	30022000...	1036		1036	need to b. 1036	1036	1036			1036		
1	2018-10-...	19	30033100...	1038		1038	need to b. 1038	1038	1038			1038		
1	2018-10-...	20	30033900...	1040		1040	need to b. 1040	1040	1040			1040		
1	2018-10-...	21	30022000...	1042		1042	need to b. 1042	1042	1042			1042		
1	2018-10-...	22	30033100...	1044		1044	need to b. 1044	1044	1044			1044		

Note: Additional Quantities historized icon is only available for certificate code with Additional Quantities.

➤ In Attachment tab

Export XML
Print View
Submit
Close

Header
Names & Parties
Items
Attachments
Fees
Support Information

Scanned document file-size limit is 2 MB. There is no overall limit for the total size of all attachments. The file-size of an attachment can be reduced by scanning it in black and white instead of grayscale and with a scanning resolution of 300dpi max.

List of Attachments

Legend
Mandatory Attachments
Optional Attachments

#	Code	Type	Reference Number	Date	File
		SUGGES			Upload
1	088	Copy of approval from DG (NAFDAC) in case of novel/essential products			Download
2	046	Technical Officer - Letter of appointment			Download
3	037	Signed Application letter			Download
4	038	Current tax clearance certificate			Download
5	049	Evidence of Product Registration with NAFDAC			Download
6	071	MOU on registration of Products			
7	040	Certificate of incorporation			Download
8	061	Material Safety Data Sheet (MSDS)			Download
9	041	Certified true copy of Memorandum and Articles of Association			Download
10	042	Certified true copy of particulars of Directors (Form C07)			Download

- You can add the same document code or add any other document that could support the requested additional quantity.

➤ In Fees tab



NAFDAC e-License - Edit Application

Export XML Print View Submit Close

Header Names & Parties Items Attachments Fees Support Information

List of Fees and Charges

MONEY PAID IS NOT REFUNDABLE

#	Code	Receipt Number	Payment Date	Description	Amount
1	--	4234	01/08/2017	Fee 1	2,321.00
2	--	23423423	09/08/2017	Fee 2	4,141.00
Total Amount ₦					11,462.00

- Fees tab displays all payment made for the previous approved e-permit/certificate.

➤ In Support Information tab

NAFDAC e-License - Edit Application

Export XML Print View Submit Close

Header Names & Parties Items Attachments Fees Support Information

Application Progress Indicator

Account Documentation Inspection Vetting Approved

Process background color legend:
Orange - application is in progress, Yellow - application is in Queried status, Green - application has completed the process

Owner WF-jcirujales-trader

Status Approved

18/08/2017

[12:34:21] WF-jcirujales-trader : Committed Submit operation . New Status of document is Requested

21/08/2017

[01:23:09] ***** : CD Message: addcdfor
[01:23:09] ***** : Committed CD operation . New Status of document is Queried
[01:25:40] WF-jcirujales-trader : Committed Submit operation . New Status of document is Requested

- Support information shows the updated application progress indicator and historized application details

Note:

➤ For duplicate old records which were created prior deployment of Additional Quantity and renewal features:

- Request for additional quantity can be made on the approved e-permit/certificate having the latest approval date.

Export XML Print View Submit Close

Please use the e-permit/application with latest Approval Date [Application number : "1541765941739"].

Header Names & Parties Items Attachments Fees Support Information

Applicants Type End User

Certificate 8302 Narcotics and Controlled Substances: Permit for importation of Controlled Chemical (Precursor)

Application Number 1541766156952

Previous Certificate/Permit Number 186435

Renewed Permit Number 186509

Request Number 8302201800031

Request Date 09/11/2018

Approval Reference 2018000075

- When renewing approved or expired e-permit/certificate having the latest approval date but it has duplicate records which are still in-progress in any NAFDAC processes, error message will be displayed.



NAFDAC e-License - Fill Application

Import XML Export XML Store Submit Close

Error Message: This application has duplicate records which are still in progress [Application number(s): "154087841705, 154089502476, 154088532962, 154089241773, 154089151730, 154089398432, 1540896959435, 1540900895681, 1540968520484, 1540971461433, 1540973105135"]

Header Names & Parties Items Attachments Fees Support Information

Applicants Type * End User

- Error message will be displayed when you submit the application without any indicated additional quantity in any items.

Error Message: At least one item must have additional quantities.

Header Names & Parties Items Attachments Fees Support Information

List of Items

Search Commodity

Export XLS

Legend: Added Item Edited Item Deleted Item

#	Commodity Code	Description Commercial Goods	Country of Origin	Unit Of Measurement	Total Requested Quantity	Total Assessed Quantity	Total Recommended Quantity	Remaining Quantity
17	2309901000	Broiler Pre-starter Concentrate Feed 2%	IN	KG	7,000			
	2309901000	Broiler Starter Concentrate Feed 2%	IN	KG	14,000			
	2309901000	Broiler Finisher Concentrate feed 2%	IN	KG	14,000			
	2309901000	Chick Layer Concentrate feed 2%	IN	KG	14,000			
1	2309901000	Grower Layer Concentrate feed 2%	IN	KG	60,000	30,000	30,000	30,000
2	2309901000	Layer Concentrate Feed 2%	IN	KG	150,000	100,000	100,000	100,000

- When application has been submitted, application request date will be updated.

Header Names & Parties Items Attachments Fees Support Information

Applicants Type Marketer

Certificate 8105 Chemical Evaluation and Research: Issuance of listing Certificate

Application Number 150305593356

Previous Certificate/Permit Number 67700

Request Number 8105201700033

Request Date 15/10/2018

Approval Reference 2017000045

Approval Date 21/08/2017

Valid From 21/08/2017

Valid To 20/08/2019

Type of Use Single Use

Total Number of Items 2

- Submitted application status will be **Requested** and it will have blue background color throughout the process. Only **View** icon will be available.

Loaded 1 document(s) of 1

Status	Division Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate Division	Officer
Requested		8105		15030559333...	81052017000...	15/10/2018	20170000...	21/08/2...	00029701...	CER	CER_DC

- After submission, modified items **Total Assessed Quantity** and **Total Recommended Quantity** values become zero.

List of Items

Search Commodity

Export XLS

Legend: Added Item Edited Item Deleted Item

#	Commodity Code	Description Commercial Goods	Country of Origin	Unit Of Measurement	Total Requested Quantity	Total Assessed Quantity	Total Recommended Quantity	Remaining Quantity
1023								
1	3003310000	Insulin for diabetic people	VN	KG	25,002	0	0	5,002
2	3003390000	Medicines other	CN	LT	25,448	0	0	2,004
3	3002200000	Vacuna of the baby	CN	KG	1,006	1,006	1,006	1,006

- Support Information – Progress Indicator will be refreshed and application will be available to documentation process and newly executed operation will be added in the application historized table.



- e-permit/certificate processing for additional quantities is the same as new/fresh application except for Inspection process. When Inspection report of e-permit/certificate requesting for additional quantities is still valid, application skips inspection and will be endorsed immediately to Vetting Division.
- Controls on new/fresh application are applicable to e-permit/certificate requesting for additional quantities being process such as control when application is in queried, rerouting of Queried application, email notification, etc.
- When request for item's additional quantity has been rejected/cancelled/expired, Application's status will be reverted back to **Approved** and Additional quantity icon will be redisplayed:
 - In Item Tab: List of items will be reverted back to original list
 - In Item List: Additional Item will be removed from the list
 - In Fees tab: only additional amount collected by NAFDAC Account will be displayed. Unpaid Fees will be cleared.
 - Changes/modification relating to Additional Request on these tabs will be retained: (Attachment, Inspection, Fees, Vetting, Brief and Support Information Tabs).

- When application for Additional Quantities is being processed in any of NAFDAC processes then its validity expires, application status will be **Expired**. Values of Item(s) with requested quantity will be cleared and Inspection/Vetting/Fees/Support Information Details will be retained.
- Request for additional quantity can be made several times on approved e-permit/certificate only.

- Approved e-permit/certificate (with additional quantities) printout will have identification of items which were modified for additional quantities or newly added items.

- For succeeding request of Additional Quantities, in Items tab – item number background will be removed and new markings will be applied on the current changes; previous additional request can be viewed on Additional Quantity History table.
- For Certificate codes: 8406, 8407, 8408, 8409, 8410, system allows the submission of additional quantity requisition 7 days before expiry date of the certificate. If it is equal or less than 7 days (from Valid To Date) Error to be displayed "Your request cannot be processed since your e-Permit's validity will expire soon".

NAFDAC e-License - Edit Application

Export XML Print View Submit Close

✖ Your request cannot be processed since your e-Permit's validity will expire soon ✕

Header Names & Parties Transport Items Attachments Fees Support Information

Applicants Type Exporter ?

Certificate 8406 Ports Inspection Directorate: Combine Certificate of manufacture and Free sales (CCMFS)

Application Number 1571743846775

Previous Certificate/Permit Number

Request Number 8406201900041

Request Date 22/10/2019

Approval Reference 2019002601

Approval Date 22/10/2019

Valid From 22/10/2019

Valid To 13/12/2019

Note: **Vetting Sub-Division Matrix (Fresh/New Application)**

Directorate (D)	Application Type	Sub-Division (DD)	Applicable Permits Code(s)
CER: Chemical Evaluation and Research	Manufacturer Marketer End User	CIC: Chemical Import Control Division	8101
		ACCC: Agrochemicals and Controlled Chemicals Division	8102,8104
		CMRA: Chemical Monitoring and Risk Assessment Division	8105
NCS: Narcotics and Controlled Substances Directorate	Manufacturer Marketer End User	PCD: Precursor Chemical Division	8302
		NPS: Narcotics and Psychotropic Substances Division	8301; 8304
VMAP: Veterinary Medicine and Allied Products Directorate	Manufacturer Marketer End User	AFPD: Animal Feed and Premixes Division	8201; 8203; 8205
		PAD: Pesticide and Agrochemical Division	8202; 8204
PID: Veterinary Medicine and Allied Products Directorate	Manufacturer	DO: Director's Office Division	8401, 8403
	Marketer		8401, 8403
	Market Authorization Holder		8401
	Ancillary		8402, 8404, 8405
	Exporter	EX: Export Division	406, 8407, 8408, 8409, 8410
DER: Veterinary Medicine and Allied Products Directorate	Manufacturer	-	8601, 8602,8604
	Marketer		8602, 8604
	Institution		8603, 8605



FSAN: Veterinary Medicine and Allied Products Directorate	Manufacturer	-	8701, 8702, 8703
	Supplier		8702, 8703

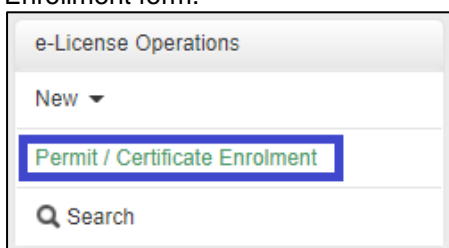
8 PERMIT / CERTIFICATE ENROLMENT OPERATIONS

8.1 Enrollment of approved permit/certificate

8.1.1 Enrollment of approved permit/certificate is only available to **R&R Directorate** for the following certificates codes:

S/No	Directorates	Applicable Permits Code(s)
1	R&R: Registration and Regulatory Affairs	8501, 8502, 8503, 8504, 8505, 8506, 8507, 8508, 8509, 8510, 8511, 8512, 8513

8.1.2 To start the enrolment, click on **Permit Enrollment** link to open a blank Permit Enrollment form.



8.1.3 Start data capturing, refer to New Application data capturing for the explanations of data entries ([press “CTRL” and click here](#)). Note that enabled entry fields per tab varies on the Permit/Certificate you are enrolling.

Below are the changes and additional required fields for Permit Enrolment per tab:

a. **Header Tab**



NAFDAC e-License - Fill R&R Application

Import XML Export XML Store Submit Close

Header Names & Parties Product Items Attachments Fees

Applicants Type * Market Authorization Holder ?

Certificate * 8512 Registration and Regulatory Affairs: Administrative Approval

Product Type * Administrative Approval DO: Director's Office

Trade Type IMPORT

Application Number 1572645893239

Previous Certificate/Permit Number

Request Number

Request Date

NAFDAC Registration Number 13414314ABCD

Approval Date

Valid From * 15/11/2019

Valid To 14/02/2020

Type of Use

Total Number of Items


Total Amount ₦ 0.00

Amount To Be Paid ₦ 0.00

Current Division

Division Status

CBN Status

- All e-License forms entry fields with **asterisk (*)** are mandatory.
- All e-License forms use the same data entry form layout hence each certificate's form is identified by selected Directorate's Certificate code.
-  **Help icon** - clicking on **Help** icon displays only the R&R Certificates Matrix.

Header Names & Parties Product Items Attachments Fees

Applicants Type * Market Authorization Holder ?

Certificate * 8501

Click here to view the detailed Certificate's Matrix

Header Names & Parties Product Items Attachments Fees

Applicants Type * Market Authorization Holder ?

Application Type	Product Type	Division	Certificate Permit Code
Market Authorization Holder	Imported Drugs	ID: Imported Drugs Division	8501, 8502, 8506, 8510, 8512
	Biologics and Vaccines	BVM: Biologics, Vaccines and Medical Devices Division	8501, 8502, 8506, 8510, 8512
	Medical Devices	BVM: Biologics, Vaccines and Medical Devices Division	8501, 8502, 8506, 8510, 8512
	Imported Food and Packaged	IFPW: Imported Food and	8501, 8502, 8506, 8510, 8512
	Food Products Manufactured in	FPD: Food Products and	8501, 8502, 8510, 8512, 8513
	Drugs Products manufactured	DH: Drugs and Herbs Division	8501, 8502, 8503, 8506, 8510, 8501, 8502, 8503, 8506, 8510,
	Herbal and Neutraceutical	DH: Drugs and Herbs Division	8501, 8502, 8503, 8506, 8510,
	Cosmetics	COS: Cosmetics Division	8501, 8502, 8506, 8510, 8512
Animal Health, Agrochemical	AHFC: Animal Health and	8501, 8502, 8506, 8510, 8512	
Supermarket/Restaurant	Supermarket/Restaurant		
Ancillary Approvals	Imported Service Drugs	DO: Director's Office	8504, 8505, 8507, 8508, 8509, 8511, 8512
	Imported Orphan Drugs		
	Special Approvals (NGOs,		
	Administrative Approval		

- **Applicant Type** – Select the Applicant Type you belong to. Permit Enrollment has different list from Applicant in New Application.

Market Authorization Holder

Supermarket/Restaurant Operator

Ancillary Approvals

Manufacturer

Marketer

Exporter

- **Certificate Code** – Select the Permit/Certificate code you want to enroll



Note: System will validate the compatibility of Applicant's Type with the selected Permit/Certificate code.

- **Product Type** – system automatically filters the applicable Product Type for selected Certificate code. Designated Vetting Sub-division will available besides the Product Type.

The screenshot shows a form titled 'R&R: Notification of Product Registration' with a Certificate code of 8501. The 'Product Type' dropdown is open, showing a list of categories including Animal Health, Agrochemicals, Cosmetics, and Imported Drugs. The 'Vetting Sub-Division' dropdown is also open, showing a list of divisions including Animal Health and Finished Chemicals, Biologics, Vaccines, and Medical Devices, and Cosmetics.

- **Trade Type** - system automatically populates the applicable Trade Type (Import or Export) base on selected certificate code and it is disabled for editing.
- **NAFDAC Registration Number** – enter the NAFDAC registration of the approved certificated to be enrolled.

b. **Names and Parties** tab – capture the Names and Parties tab

The screenshot shows the 'Names and Parties' tab of the NAFDAC e-License Application form. It includes fields for Company TIN, Company Name & Address, Company Phone, Company Email, Declarant Code, and Declarant Name & Address. Below these are fields for Country Of Destination (Company Name and Address) and Applicant's Technical Expert Details (Name, Phone, Email, Qualification, Job title, Company/Manufacturer Address, Additional Manufacturing Site(if any), and Warehouse Location).

Declarant Details

1. **Declarant Code** – Select the Declarant/Agent code
2. **Declarant Name and Address** – automatically populate after Declarant code has been selected.

Country of Destination

1. **Company Name** – Enter the Company Name
2. **Address** – Enter the Company Address.



- c. **Product Tab** – is enabled to R&R Certificates only when capturing the details of the product being registered. Product Tab is enabled only for certificate codes: 8501, 8502, 8503 and 8510.

The screenshot shows the 'Product Tab' of the 'NAFDAC e-License Application - Fill R&R Application' form. The form has tabs for Header, Names & Parties, Product, Items, Attachments, and Fees. The 'Product' tab is active. It contains the following fields:

Product Brand Name *	MALAREX
Product Generic Name	
Product / Pharmacological Class	
Marketing Category	
Dosage form	
Presentation	
Safety codes	
Approved indications	
Product Expiry date	
Composition/ Ingredients	
Types of Packaging	
Pack Size *	10 coated film by 20 capsules

1. **Product Brand Name** – enter the Product Name you would like to register
2. **Product Generic Name** – enter the Product generic name
3. **Pharmacological Class** – enter the Pharmacological Class of the Product being registered
4. **Marketing Category** – enter the applicable Marketing category
5. **Dosage Form** – enter the dosage form applicable for the product being registered
6. **Presentation** – enter the presentation details
7. **Safety codes** – enter the Product's safe code
8. **Approved indications** – enter the approved indications
9. **Product Expiry date** – enter the product expiry date
10. **Composition/ Ingredients** – enter the product composition / ingredients
11. **Types of Packaging** – enter the types of Packaging
12. **Pack size** – enter the pack size.

- d. **Transport Tab** – is enabled for certain certificates to capture the transport details of your Declaration.

The screenshot shows the 'Transport Tab' of the 'NAFDAC e-License Application - Fill R&R Application' form. The form has tabs for Header, Names & Parties, Product, Transport, Items, Attachments, and Fees. The 'Transport' tab is active. It contains the following fields:

Country of Destination	SUGGEST (MIN 2)
Place of Discharge	SUGGEST (MIN 2)
Office of Entry	SUGGEST
Mode of Transport *	1 Sea transport
Waybill/Truck No	
Temperature during Storage *	15 - 21 deg
Gross Weight *	50000
Net Weight *	5000

1. **Country of destination** – select the country of destination for your goods
2. **Place of discharge** – select the place of discharge
3. **Office of Entry** – select the office of entry
4. **Mode of Transport** – enter the mode of transport
5. **Waybill / Truck No.** – enter the Waybill / Truck Number carrying the goods
6. **Temperature during storage** – enter the required temperature during storage
7. **Gross Weight** – enter the total gross weight of the declaration
8. **Net Weight** – enter the net weight of the declaration

- e. **Items tab** – Capture the item details. You can use Import XML to capture the huge items.



NAFDAC e-License - Fill R&R Application

Import XML Export XML Store Submit Close

Header Names & Parties Product Items Attachments Fees

List of Items

Search Commodity

Import XLS Export XLS

Legend: Deleted Item

#	Commodity Code	Description Commercial Goods	Country of Origin	Unit Of Measurement	Requested Quantity	Assessed Quantity	Recommended Quantity	Remaining Quantity
+	0							

Import XML Export XML Store Submit Close

Header Names & Parties Product Transport Items Attachments Fees

Item No 1

Commodity Code * 3002200000

Commodity Description Vaccines for human medicine

Name of item as it would appear on Permit/Certificate MALAREX

Country of Origin NG Nigeria

Manufacturers name and Address

Exporter Name and Address

Unit Of Measurement * U Unit

Description/Pack Size * 10 per film X 10 per pack

Type Of Packaging

Batch Number * 123123123

Production Date * 01/01/2018

Expiry Date * 01/01/2020

Strength

Requested Quantity

Remaining Quantity

Other Information

Assessed Quantity

Other Information

Recommended Quantity

Other Information

Add Cancel

1. **Batch Number** – enter the Batch number of the product
2. **Production Date** – enter the production date of the product
3. **Expiry Date** - enter the product expiry date
4. **Strength** – enter the product strength.

- f. Fees tab – is **optional**. Capture each payment you made for your approved Permit/Certificate's (Receipt Number, Payment Date, Description and Amount) then click on + button.

Import XML Export XML Store Submit Close

Header Names & Parties Product Transport Items Attachments Fees

List of Fees and Charges

MONEY PAID IS NOT REFUNDABLE

#	Code	Receipt Number	Payment Date	Description	Amount
+	1	INV42342	01/01/2018	Inspection Fee	50,000.00
Total Amount ₦					50,000.00



1. **Number (#)** - number series and automatically generated.
2. **Code** – Payment code is empty/null.
3. **Receipt Number** – enter Bank's Receipt number
4. **Payment Date** – click on Date entry field to open Calendar, select Date when Payment was made (*refer to the Bank receipt*).
5. **Description** – enter the payment description e.g. Access Fee, Inspection Fee, Radiation Fee, etc.
6. **Amount** – enter the amount paid.
7. **Total Amount** – Overall total amount application's Fees and it's auto-calculated.

Note:

- To add more payment details, click on **Add** icon to add additional row for payment. Start capturing another payment detail. Repeat this until all payments to be made are captured.

#	Code	Receipt Number	Payment Date	Description	Amount
1	---	INV42342	01/01/2018	Inspection Fee	50,000.00
2	---	INV234234	30/01/2018	Laboratory Fee	30,000.00
Total Amount					80,000.00

- g. In Attachments Tab – only scanned approved permit/certificate is required to attach. Click on **Edit** icon to attach the scanned copy of approved certificate.

#	Code	Current Valid Certificate/Permit/Approval	Reference Number	Date	File
1	0000	Current Valid Certificate/Permit			

#	Code	Current Valid Certificate/Permit/Approval	Reference Number	Date	File
1	0000	Current Valid Certificate/Permit			Download

- 8.1.4 After having completed the all data entries of Approved Certificate to be enrolled and attached its scanned copy, user can perform the following operations by clicking on its respective button:
- a. **Store** – Stores the newly created Permit Enrollment application in the NSW Trade Portal server. Application can be stored without attachment of documents or no captured items details. Stored application can be updated or deleted.
 - b. **Submit** – Submits the newly created e-permit for enrollment to start its processing.



Note: **Vetting Sub-Division Matrix (Enrolled Permit)**

Directorates	Application Type	Product Type	Division	Certificate/Permit Code
Registration and Regulatory Affairs (R & R)	Market Authorization Holder	Imported Drugs	ID: Imported Drugs Division	8501, 8502, 8506, 8510, 8512
		Biologics and Vaccines	BVM: Biologics, Vaccines and Medical Devices Division	8501, 8502, 8506, 8510, 8512, 8513
		Medical Devices		8501, 8502, 8506, 8510, 8512, 8513
		Imported Food and Packaged Water	IFPW: Imported Food and Packaged Water Division	8501, 8502, 8506, 8510, 8512, 8513
		Food Products Manufactured in Nigeria	FPO: Food Products and Others Division	8501, 8502, 8510, 8512, 8513
		Drugs Products manufactured in Nigeria	DH: Drugs and Herbals Division	8501, 8502, 8503, 8506, 8510, 8512, 8513
		Herbal and Neutraceutical Products		8501, 8502, 8503, 8506, 8510, 8512, 8513
		Cosmetics	COS: Cosmetics Division	8501, 8502, 8506, 8510, 8512, 8513
		Animal Health, Agrochemical Products and Finished Chemicals	AHFC: Animal Health and Finished Chemicals Division	8501, 8502, 8506, 8510, 8512, 8513
	Supermarket	Supermarket/Restaurant	DO: Director's Office	8504, 8505, 8507, 8508, 8509, 8511, 8512
	/Restaurant Operator	Products		
	Ancillary Approvals	Imported Service Drugs		
		Imported Service Medical Devices		
		Imported Orphan Drugs		
		Special Approvals (NGOs, Medical Missions, Donations)		
		Administrative Approval		

8.2 Store a Permit for Enrolment8.2.1 Storing a permit for enrolment is the same steps with [Storing New Application](#).

Home > e-License

Version: 1.0.0

e-License Operations

New

Permit / Certificate Enrolment

Search

NAFDAC e-License - Fill R&R Application

Import XML Export XML

Store Submit Close

Header Names & Parties Product Items Attachments Fees

Applicant Type * Market Authorization Holder

Certificate * 8501 Registration and Regulatory Affairs: Notification of Product Registration

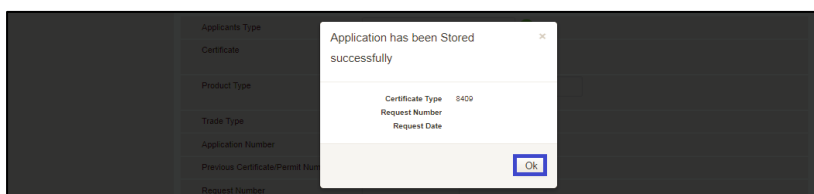
Product Type * Imported Drugs ID: Imported Drugs Division

Trade Type IMPORT

Application Number 154505492594

Previous Certificate/Permit Number





NAFDAC e-License - View Application

INTERNATIONAL STARCHEM INDUSTRIES LIMITED

[Export XML](#) [Close](#)

Header Names & Parties Product Transport Items Attachments Fees Support Information

Application Progress Indicator

Account Documentation Inspection Vetting Approval

Process background color legend:
 Orange - application is in progress, Yellow - application is in Queried status, Green - application has completed the process

Owner WF-joinjales-trader
 Status Stored
 31/07/2018
 [04:17:58] WF-joinjales-trader : Committed Store operation . New Status of document is Stored

8.2.2 Stored Permit Enrollment record can be [deleted](#), [updated](#) or [submitted](#).

Status	Division Status	CBN Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date/TIN	Directorate	Division Code	Officer
Stored			8512	Animal...	1572856558...			2019002567S	0002970...			

NAFDAC e-License - Edit Application

[Export XML](#) [Update](#) [Submit](#) [Close](#)

Header Names & Parties Product Items Attachments Fees Support Information

Applicants Type: Market Authorization Holder ?

Certificate: 8501 Registration and Regulatory Affairs: Notification of Product Registration

Product Type *: Imported Drugs ID: Imported Drugs Division

Trade Type: IMPORT

Application Number: 1545068496894

Previous Certificate/Permit Number:

Request Number:

Request Date:

NAFDAC Registration Number:

Approval Date:

Valid From *: 17/12/2018

Valid To: 16/12/2019

Type of Use:

Total Number of Items: 1

Total Amount: ₦ 0.00

Amount To Be Paid: ₦ 0.00

Current Division:

Division Status:

8.3 Search for Enrolled Permit

8.3.1 Searching for enrolled permit is the same steps with [searching for fresh application](#).

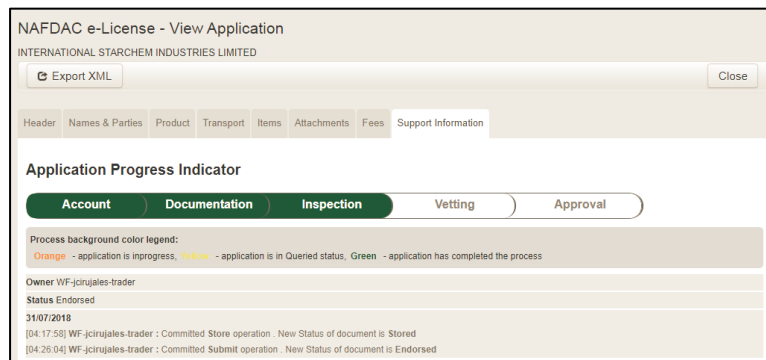
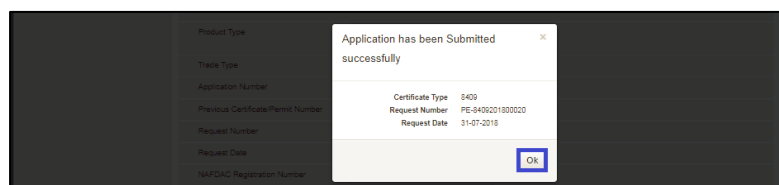
8.4 Submit Permit for Enrollment

8.4.1 Enrolling an approved permit is the same steps with [submitting fresh application](#).

Note:

- Application status will be **Endorsed** after submission.

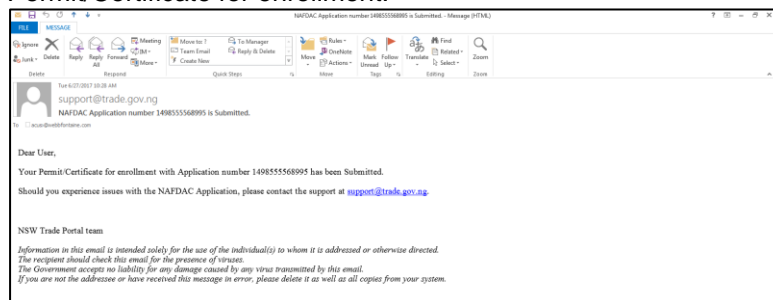




- The system will make the application available to Div. Head Vetting.
- Division status will be Endorsed and Amount to be paid is zero (0).

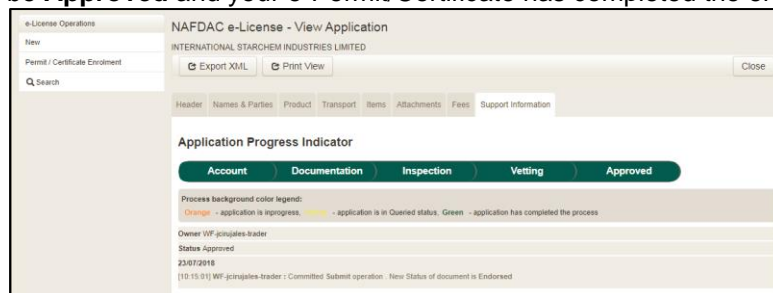
Total Number of Items	1
Total Amount	₦ 423.00
Amount To Be Paid	₦ 0.00
Current Division	R&R_AHFC: Animal Health and Finished Chemicals Division
Division Status	Endorsed

- eLicense automatically send you an email notification after submission of your Permit/Certificate for enrollment.



General Remarks:

- After Permit Enrollment has been recommended by Div. Head Vetting, its status will be **Approved** and your e-Permit/Certificate has completed the enrollment process.



	Status	Division Status	CBN Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division Code	Officer
	Approved	Approved		8512	Drugs ...	1572532120	PE-8512201900019	31/1 ...	04-1724/TYLO...	0002970...	R&R			

- eLicense automatically sends you an email notification when your application has been Approved by Div. H. Vetting.
- eLicense automatically sends you an email notification when your application has been queried by Div. H. Vetting.

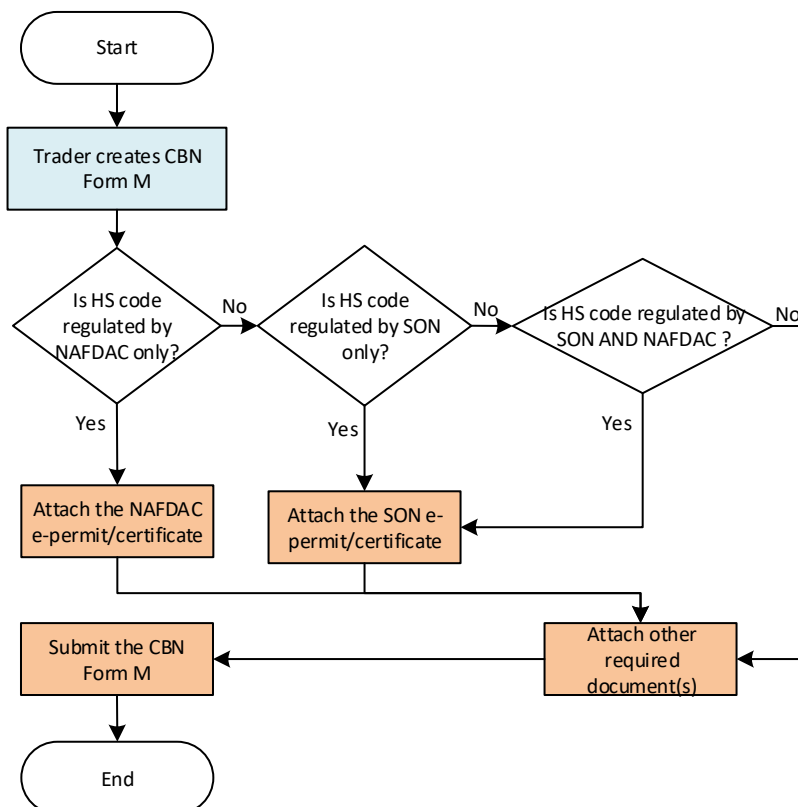
8.5 Resubmission of Enrolled Permit (Queried)

8.5.1 Modification, update and resubmission of queried e-permit/certificate are following the same steps in [Modification of Queried Application](#).



9 NAFDAC e-License and CBN Form M APPLICATIONS INTEGRATION

9.1 Process Flow Chart



9.2 CBN Form M Creation

9.2.1 Trader creates CBN Form M via this link: <https://app.trade.gov.ng/formx>.

9.2.2 During data capturing, CBN Form M system requires a mandatory attachment of NAFDAC e-license permit/certificate when your CBN Form M declared an HS code regulated by NAFDAC. CBN Form M system automatically identifies which Agency regulates your declared HS code as shown below:

CBN Form - Fill Form M

Buttons: Import XML, View/Print PDF, Verify, Store, Submit

Warning: Requiring the user to attach NAFDAC e-permit/Certificate.

Header	Names & Parties	Transport	Financial	Goods	Attachments	Endorsement
Item Number	1 NAFDAC regulated product					
HS Code *	3006400000 Dental cements and other dental fillings; bone reconstruction cements					

9.2.3 To attach your NAFDAC electronic permit/certificate in CBN Form M Attachments tab:

- You must select the “NAFDAC e-Permit/Certificate” on Type of Document dropdown list; enter the corresponding NAFDAC Approval Reference then click on **+** button to attach your approved e-Permit.



The screenshot displays the NAFDAC eLicense Application User Manual interface. On the left, a sidebar contains various fields for data entry, including 'Applicants Type', 'Certificate', 'Application Number', 'Previous Certificate/Permit Number', 'Request Number', 'Request Date', 'Approval Reference', 'Approval Date', 'Valid From', 'Valid To', 'Type of Use', 'Total Number of Items', 'Total Amount', 'Amount To Be Paid', and 'Current Division'. The 'Approval Reference' field is highlighted with a purple box. A purple arrow points from this field to the 'Reference Number' field in the 'List of Attachments' table on the right. The 'List of Attachments' table has columns for '#', 'Reference Number', 'Date', and 'File'. The first row shows 'NAFDAC e-Permit/Certificate' with '2019002568' in the 'Reference Number' column. The 'File' column has an 'Upload' button. The right side of the interface shows the 'CBN Form - Fill Form M' section with buttons for 'Import XML', 'View/Print PDF', 'Verify', 'Store', and 'Submit'. Below these buttons are tabs for 'Header', 'Names & Parties', 'Transport', 'Financial', 'Goods', 'Attachments', and 'Endorsement'. A note states: 'Scanned document file-size limit is 2 MB. There is no overall limit for the total size of all attachments. The file-size of an attachment can be reduced by scanning it in black and white instead of grayscale and with a scanning resolution of 300dpi max.'

Note:

- When your reference is NAFDAC Permit "Printout/hardcopy" during CBN Form M data capturing, NAFDAC-permit/certificate reference number is same as "Permit reference".

The screenshot shows a NAFDAC Permit form titled 'NATIONAL AGENCY FOR FOOD AND DRUG ADMINISTRATION AND CONTROL (NAFDAC)'. The form is for 'Chemical Evaluation and Research: Permit to Import Industrial and Laboratory Chemicals'. It contains various fields for data entry, including '1. Importer/Exporter/Applicant Name and Address', '2. Tax Identification Number', '3. Application Number', '4. Application Date', '5. Certificate/Permit/Listing Code', '6. Permit Reference', '7. Name of Accredited Agent', '8. Validity Start Date', '9. Date of Expiration', '10. Consignee Name and Address', '11. Name/Address of the Declarant', '12. Name of Technical Officer', '13. Manufacturer/Warehouse Address', '14. Waybill/Truck No', '15. Batch Number', '16. Port of Entry/Dispatch', '17. Additional Manufacturing Site (if any)', '18. Mode of Transport', '19. Amount Paid', '20. Date of Payment', '21. Number of Items requested', and '22. List of Approved Chemicals/Raw materials'. The '6. Permit Reference' field is highlighted with a green box. The form also includes a legend for 'Added Item' (blue) and 'Edited Item' (green).

- When using Fresh NAFDAC e-permit/certificate, you must put its **Approval Reference** in Form M – Attachments: Reference Number.
 - When using Enrolled e-permit/certificate, you must put its **NAFDAC Registration Number** in Form M – Attachments: Reference Number.
- b. After clicking on **+** button, CBN Form M system performs the following validations:
- ✓ Checks if the NAFDAC e-permit/certificate reference number exist, correct, has APPROVED status or APPROVED but has on-going additional requested Quantity.
 - ✓ Checks if the TIN details of NAFDAC e-permit/Certificate and TIN details of CBN Form M are matching otherwise, error message will be displayed.
 - ✓ When attaching **renewed** NAFDAC e-permit/certificate, system checks if its **Previous Certificate/Permit Number** is "Expired" or utilized. **Previous Certificate/Permit** must be utilized/used first prior its **renewed** Permit.



The left screenshot shows the 'Renewed' status of an application. The 'Previous Certificate/Permit Number' field is highlighted with a blue box. The right screenshot shows the 'Previous Certificate/Permit' status, with the 'CBN Status' field highlighted with a blue box.

- ✓ Checks if the NAFDAC e-permit/certificate reference number is using Certificate codes allowed to be used/attached in Form M. *Note that these e-permit/certificate codes are not allowed to attach in CBN Form M: 8105,8204,8205,8205,8406,8407, 8408, 8409, 8410.*
- ✓ Checks if the NAFDAC e-permit/certificate reference number has “Single or Multiple” type of use value. **Single usage can be attached one time only and Multiple can be attached several times in different Form Ms.**

Header	Names & Parties	Items	Attachments	Fees	Support Information
Applicants Type	End User	?			
Certificate	8101	Chemical Evaluation and Research: Permit to Import Industrial and Laboratory Chemicals			
Application Number	1567068579682				
Previous Certificate/Permit Number					
Request Number	8101201900991				
Request Date	29/08/2019				
Approval Reference	2019002568				
Approval Date	29/08/2019				
Valid From	27/09/2019				
Valid To	31/12/2019				
Type of Use	Multiple Use	▼			
Total Number of Items	89				

- c. When validation result is okay, the system will attach the NAFDAC e-permit/certificate in Document table - File column. Download will be in hyperlink and clicking on it downloads the recent NAFDAC e-permit/certificate version.



CBN Form - Fill Form M

Import XML View/Print PDF Verify Store Submit

Header Names & Parties Transport Financial Goods Attachments Endorsement

Scanned document file-size limit is 2 MB. There is no overall limit for the total size of all attachments. The file-size of an attachment can be reduced by scanning it in black and white instead of grayscale and with a scanning resolution of 300dpi max.

List of Attachments

Attachment has been added

#	Type	Reference Number	Date	File
1	NAFDAC e-Permit/Certificate	2019002568	29/08/2019	Download

NATIONAL AGENCY FOR FOOD AND DRUG ADMINISTRATION AND CONTROL (NAFDAC)

Chemical Evaluation and Research: Permits to Import Industrial and Laboratory Chemicals

In exercise of the powers conferred under the provision of sections 15 of Decree No. 15 1991, the National Agency for Food and Drug Administration and Control (NAFDAC) hereby certifies:

1. Importer/Exporter/Applicant Name and Address: **RESEARCHING, EDUCATION, INDUSTRIES LIMITED**
62000 145/145/145 STREET, KADUNA, KADUNA, KADUNA

2. Application Number: **0000000000**

3. Application Date: **2019-08-29**

4. Certificate/Permit/Exporting Code: **0000**

5. Permit Reference: **0000**

6. State of Origin: **00**

7. Validity Start Date: **2019-09-01**

8. State of Destination: **00**

9. Name/Address of Recipient: **0000**

10. Name of Technical Officer: **0000**

11. Manufacturer/Wholesaler Address: **0000**

12. Manufacturer/Wholesaler No: **0000**

13. Batch Number: **0000**

14. Port of Origin/Exportation: **00**

15. Additional Manufacturing Info (if any): **00**

16. Mode of Transport: **00**

17. Amount Paid: **00**

18. State of Payment: **00**

19. Number of Items Imported: **00**

20. List of Regulated Chemicals/Items

Item	Description	HS Code/Class No	Quantity	Unit	Value	Weight	Volume
1	100% Pure White Powder	2902000000	100	KG	100.0000	100.0000	100.0000
2	100% Pure White Powder	2902000000	100	KG	100.0000	100.0000	100.0000
3	100% Pure White Powder	2902000000	100	KG	100.0000	100.0000	100.0000
4	100% Pure White Powder	2902000000	100	KG	100.0000	100.0000	100.0000
5	100% Pure White Powder	2902000000	100	KG	100.0000	100.0000	100.0000
6	100% Pure White Powder	2902000000	100	KG	100.0000	100.0000	100.0000
7	100% Pure White Powder	2902000000	100	KG	100.0000	100.0000	100.0000
8	100% Pure White Powder	2902000000	100	KG	100.0000	100.0000	100.0000
9	100% Pure White Powder	2902000000	100	KG	100.0000	100.0000	100.0000
10	100% Pure White Powder	2902000000	100	KG	100.0000	100.0000	100.0000
11	100% Pure White Powder	2902000000	100	KG	100.0000	100.0000	100.0000
12	100% Pure White Powder	2902000000	100	KG	100.0000	100.0000	100.0000
13	100% Pure White Powder	2902000000	100	KG	100.0000	100.0000	100.0000

Note:

- ✓ e-Permit/certificate download link will display the latest version of permit which requested for additional quantity.
- ✓ You can attach several NAFDAC e-permit/Certificate.

9.2.4 When you click on **“Verify”** or **“Submit”** button and your CBN Form M has HS code(s) regulated both by NAFDAC and SON, ONLY SON Product Certificate shall be attached and **“Item(s) may require a NAFDAC permit (Ignore warning)”** will be displayed for NAFDAC permit as shown below:

CBN Form - Fill Form M

Import XML View/Print PDF Verify Store Submit

Header Names & Parties Transport Financial Goods Attachments Endorsement

Item Number: **1 NAFDAC and SON regulated product**

HS Code: **1301200000** Gum Arabic

Commercial Description of Goods: **Gum Arabic**

State of Goods: **P** Perishables

Note:

1. You must click on **Ignore Warning** link to clear the warning message and you acknowledge that item(s) may require NAFDAC e-Permit when necessary.
2. For SON Product Certificate attachment, the same validation shall be applied, it will be mandatory only when item's **“State of Goods”** is equal to **“NEW”**, otherwise, only warning message will be displayed.

Item(s) may require a NAFDAC permit. (Ignore warning)

There is no corresponding valid electronic SON Product Certificate

Header Names & Parties Transport Financial Goods Attachments Endorsement

General Goods Description: **Sample**

List of Items

Item#	HS Code	Description of Goods	State of Goods	Country of Origin	Sectoral Purpose	Net Weight	FOB Value	Freight Charges
2	8703100000	SON Regulate...	P	AF	A0101	0.000	156.00	3,242.00
1	1301200000	SON and NAF...	N	AE	A0104		24.00	498.77



9.2.5 When the CBN Form M with attached NAFDAC e-permit/certificate has been submitted, your NAFDAC e-permit will be marked in NAFDAC Application as “Used” or “Locked” as shown below:

Note:

3. NAFDAC – CBN Form M markings:

- Used – NAFDAC e-permit/certificate Type of Use is “Single” usage.
- Locked – NAFDAC e-permit/certificate Type of Use is “Multiple” usage.

e.g. 8101 - Chemical Evaluation and Research: Permit to Import Industrial and Laboratory Chemicals Type of Use = “**Multiple**” so its CBN Form M value in NAFDAC application will be “Used”

Loaded 1 document(s) of 1

Status	Division Status	CBN Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division Code	Officer
Approved	Approved	Used	8101		1568216274...	8101201900...	11/09/2019	2019002...	11/09/2...	0002970...	CER		

Header	Names & Parties	Items	Attachments	Fees	Support Information
Applicants Type		End User			
Certificate		8101		Chemical Evaluation and Research	
Application Number		1568216274591			
Previous Certificate/Permit Number		2019002572			
Request Number		8101201900997			
Request Date		11/09/2019			
Approval Reference		2019002573			
Approval Date		11/09/2019			
Valid From		08/01/2020			
Valid To		31/12/2020			
Type of Use		Multiple Use			
Total Number of Items		2			
Total Amount		32,434.00			
Amount To Be Paid		0.00			
Current Division					
Division Status		Approved			
CBN Status		Used			

9.3 CBN Form M Modification (Query)

9.3.1 When CBN Form M is returned to Trader, same validations during capturing will be applied when attaching NAFDAC e-permit.



9.4 Cancelled CBN Form M with attached e-Permit(s)

- 9.4.1 When CBN Form M is cancelled (with attached NAFDAC e-Permit/Certificate(s)), CBN Form M application releases its e-permit locking (Single Usage) and changes its NAFDAC- CBN Form M value. User can reuse/reattach it to other CBN Form M.

