

**DIRECTORATE OF REGULATORY AND REGISTRATION AFFAIRS**

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

**A. GENERAL**

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

10. Supermarket operators shall be categorized as follows:

<b>Category</b>	<b>Small</b>	<b>Medium</b>	<b>Large</b>	<b>Mega</b>
<b>No. of items</b>	Up to 500	501 to 2,500	2,501 to 5000	5001 & above
<b>Qty. of items for importation per annum</b>	Limited	Limited	Limited	Unlimited

**MANDATORILY FORTIFIED FOOD ITEMS / LEVELS OF FORTIFICATION**

<b>S/N</b>	<b>FOOD VEHICLES</b>	<b>MICRO NUTRIENTS</b>	<b>LEVELS OF FORTIFICANTS</b>
1.	Sugar	Vitamin A	25,000 iu/kg
2.	Wheat/Maize Flour	Vitamin A Iron	30,000 iu/kg 40.7 mg/kg

3.	Vegetable oil	Vitamin A	20,000 iu/kg
4.	Salt	Iodine (in the form of Sodium or Potassium Iodate)	50ppm(min level of iodine at factory/port of entry) and 30ppm(min level of iodine at all retail outlets/house hold)

**B. DOCUMENTATION**

- 1 An application for the listing of supermarket items shall be made with three (3) copies of inventory of products to be imported for the year stating the following
  - (a) Name/Description of product
  - (b) Brand of product
  - (c) Origin of product
  - (d) Units/Pack e.g. 10 X 125g
  - (e) Pack type e.g. can, sachet, bottle
  - (f) Number of cartons (per item, per shipment)
  
- 2 The application shall be accompanied with the following:
  - (a) Duly completed Listing Form, “NAFDAC/1005”
  - (b) Certificate of Analysis for each product shall be made available (where applicable) from the manufacturer or a Government approved analyst from country of origin.
  - (c) Certificate of Business Incorporation in Nigeria and Form C07
  - (d) Receipt for Application Form purchased
  - (e) Introduction Letter/Confirmation of Membership from National Association of Supermarket Operators of Nigeria (NASON) (Optional).

**C. ESTABLISHMENT INSPECTION**

1. Supermarkets/stores shall be inspected by the Establishment Inspection Directorate upon submission of an application form and evidence of payment. .
2. Health and Hygiene MUST be maintained.
3. A register of stock shall be maintained
4. No expired goods should be displayed or sold
5. Register of expired products should be kept
6. Register of destroyed unwholesome/expired product should be kept
7. Food items should be displayed away from toiletries and chemical based items
8. Pet food must be displayed separately and should be isolated from any other foodstuff.
9. Right temperature should be maintained, while storing/displaying chilled and frozen items and such records shall be kept
10. Food handlers must be medically examined and fitness certificate should be obtained every six months from a medical practitioner.
11. Food handlers associated with bakery and fresh products must have their hair covered. They must wear appropriate clothing no jewellery.
12. There shall be standard operating procedures (SOPs) for cleaning premises and equipment.

13. Pesticides and disinfectants used for fumigation and cleaning should be appropriate and safe for humans.

**D. TARIFF**

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

- 1 Cost of listing form One thousand Naira only (=N=1000:00) plus 5% VAT
- 2 Cost of inspection Ten thousand naira (=N=10, 000:00) plus 5% VAT
- 3 Annual Global Listing Tariff after a satisfactory evaluation of application shall apply as follows:

<b>NO. OF ITEMS</b>	<b>Fee</b>
<b>Less than 500</b>	<b>=N= 375,000:00 + 5% VAT</b>
<b>501 to 2500</b>	<b>=N=1,000,000:00 + 5% VAT</b>
<b>2501 to 5000</b>	<b>=N=2,500,000:00 + 5% VAT</b>
<b>5001 &amp; above</b>	<b>=N=5,000,000:00 + 5% VAT</b>

**E. LABELING**

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

**F. SAMPLING**

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

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

21-30

=N=60,000:00 + 5% VAT

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

- i) Sampled items shall be put on hold for 14 days awaiting laboratory results, after which the goods may be sold.
- ii) Sample of one (1) product shall be taken per 20ft container and fifty thousand naira only (=N=50,000:00) + 5% VAT for laboratory analysis.
- iii) Samples of two (2) products shall be taken per 40ft container and one hundred thousand naira (=N=100,000:00) + 5% VAT for laboratory analysis.

G. The time line for processing is ten (10) work days.

All correspondence shall be addressed to:

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

Website: [www.nafdac.gov.ng](http://www.nafdac.gov.ng)

E-mail address: [registration@nafdac.gov.ng](mailto:registration@nafdac.gov.ng)

Telephone numbers: 01-4772452, 01-4748627.

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