STANDARD OPERATING PROCEDURES
(SOPs)
For receiving international emergency relief consignments
and equipment imported for humanitarian purposes

Nigeria
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ACKNOWLEDGEMENT (THANK YOU MESSAGE)

We sincerely acknowledge the love demonstrated by the Netherlands government through the WCO C-Red Project by way of sponsorship, which has finally resulted in this SOP.

We thank them for their care and concern in fighting to mitigate the effects of disasters generally.

We appreciate the unflinching support of the Comptroller General of Nigeria Customs Service Col. Hameed Ibrahim Ali (Rtd) and his Management team for ensuring that there was no single obstacle to ensuring the successes of all WCO-C-RED Project programmes both in Nigeria and outside. When we met the CGC in his office with Viginie Bohl of UN-OCHA (Co-partner in this project with WCO-C-RED) in March 2018, the CGC said “you are doing the main job for us, so will not delay in approving the SOP once it gets to us”. A promise he kept. To him and his Management team, we say “Thank you Sir”.

The support of the Minister of Finance Mrs. Kemi Adeosun and Chairman of the NCS Board in making this SOP a reality is highly appreciated. This further proves the minister’s desire for Trade Facilitation in Nigeria.

Our special acknowledgement also goes to Federal Ministry of Finance, Federal Ministry of Health, NAFDAC, NEMA, SON, NCC, NGOs, UNICEF and other organisations that play a role in the facilitation of this SOP. We also thank the two Area Controllers where simulation exercises took place. Comptroller Jubrin M. of Apapa Port and Comptroller Dinatu Umar of F.C.T Command to them, we say ‘thank you so much’ in contributing your quarter to the success of this SOP.

What we sincerely appreciate, we treat last. We therefore put on record and commend sincerely the efforts of Emani Chechuci – Director Capacity Building, Eve Gerald (The Project Manager), Vyara Filipova and Virginie Bohl of UN-OCHA office. They dedicatedly worked tirelessly in ensuring that this SOP comes to reality. They virtually became “Nigerians” in Organising about four Workshops and two Simulation exercises in FCT Command, Abuja and Apapa Port Lagos, all geared towards a better understanding of the SOP. A video game was also developed with NCS and UN-OCHA for free use on the WCO-e-Learning platform. To them, we are “indebted”.

CHIDI, A

DEPUTY COMPTROLLER GENERAL (SR&P)

FOR: Comptroller General of Customs
A. PREFACE

A.1. Introduction

A disaster is a serious disruption, occurring over a relatively short time, of the functioning of a community or a society involving widespread human, material, economic or environmental loss and impacts, which exceeds the ability of the affected community or society to cope using its own resources (www.ifrc.org. International Federation of Red Cross and Red Crescent Societies) e.g. the Ebola outbreak of 2014, the Cholera and Meningitis outbreak in the North-West, Lassa Fever, malnutrition in the North-East as a result of insurgency, flooding, etc. Therefore, the need for adequate preparedness and response cannot be overemphasized.

The magnitude of these disasters will determine the kind of response initiated which could come from the Government, internal and/or external donors. There is therefore the need for Government policy to guide and facilitate the receipt of humanitarian relief items in these emergency situations in order to ensure quick intervention to minimise the sufferings of the victims and as well ensure prompt clearance of such items that are being imported for such purposes.

The present Standard Operating Procedures were developed in 2018 under a project titled Customs for Relief of Epidemic Diseases (C-RED) funded by the Dutch Government and managed by the World Customs Organization (WCO). The objective of the C-RED project is to enhance the capability of the Customs administrations in West Africa to be better equipped and prepared to deal with regional epidemic diseases (such as the Ebola Virus Disease) and natural disasters.

A.2. Mission of Customs Service

Mission

- Nigeria Customs Service is a reference and model administration with excellence in providing effective and efficient service to accomplish all dimensions of its mission.
- That the Service is a modern, compact and dynamic Service that influences policy and contributes to Nigeria development.
- That the Service is recognized as being in the vanguard of Customs best practices and international standards.

Vision

- To excel in the efficient and timely collection of and accounting for revenue.
- Implementation of and advise on Governmental trade and fiscal policies.
- Promotion of trade facilitation.
- Protection of Nigerian society, generation of accurate and precise statistical data by developing a professional, transparent administration that implements international best practices and obligations.
A.3. Entities involved in the importation, temporary admission and transit of relief items

- **Nigeria Customs Service** is the lead agency to facilitate the effective clearance of Relief Materials across all borders.

- **National Emergency Management Agency** coordinates resources towards efficient and effective disaster prevention, preparation, mitigation and response in Nigeria.

- **Federal Ministry of Finance** issues first and final phases of approval for Import Duty Exemption Certificate (IDEC).

- **Federal Ministry of Budget and National Planning** is responsible for the registration of Non-governmental Organizations (NGOs).

- **Central Bank of Nigeria**

- **National Agency for Food and Drug Administration and Control** regulates and controls quality standards for Foods, Drugs, Cosmetics, Manual Medical Devices, Chemicals, Detergents and packaged water imported or manufactured locally.

- **Federal Ministry of Health** collaborates with relevant MDAs and NGOs to ensure that mechanism put in place are implemented efficiently to prevent and curtail epidemic and disaster situations.

- **Nigeria Centre for Disease Control**

- **Standards Organisation of Nigeria** issues certificates and permits with a view to ensure the compliance of imported goods with national regulations.

- **Nigerian Ports Authority/Nigeria Shippers Council** are the custodians of the vessels and work hand in hand with the shipping companies.

- **Nigerian Navy** provides protection on the water ways to prevent highjack by pirates.

- **Nigeria Agricultural Quarantine Services** ensure consignments coming in wooden pallets are free from diseases.

- **Federal Ministry of Agriculture and Rural Development**

- **Federal Ministry of Communication**

- **Nigeria Communications Commission**

- **Office of the National Security Adviser** provides security release; plays a role in the importation of armoured vehicles, security gadgets, etc.

- **Presidential Committee on the North-East Initiative**

- **Nigeria Police Force** provides escort for relief consignments after terminal delivery.
- Nigeria Army provides escort especially in areas where insurgencies are rife.

- National Refugees Commission

- Association of Nigerian Licensed Customs Agents

- National Association of Government Approved Freight Forwarders
A.4. Objectives of SOPs

The objectives of these standard operating procedures for receiving international emergency relief consignments and equipment imported for humanitarian purposes are to:

- Describe the current procedures for the importation, transit and temporary admission of relief consignments;
- To guide humanitarian/INGOs on procedures/guidelines on the general process of import/export of humanitarian/relief consignments to ensure that the security of the country is not undermined;
- Provide information on clearance procedures for Relief Materials to all Customs Area Commands;
- Provide an operational guide for humanitarian actors that are importing international emergency consignments into Nigeria or transiting international humanitarian relief aid through Nigeria;
- Raise awareness and align full understanding of procedures for importation, transit and temporary admission of relief consignments;
- Ensure efficient and effective logistics system for importation and/or transit of international emergency relief consignments.
A.5. Coordination mechanism to activate SOPs

The trigger to activate this SOP is determined by the following:

- The type of Emergency – Complex, Natural and Human-Induced
- Disasters

In the case of any type of Emergency or Disasters, this SOP should be triggered. This trigger is applicable to all customs entry points listed in the SOPs.

These Ports of entry could be classified as stated below:

- Sea Ports
- Airports
- Land borders
A.6. Entry points for relief consignments

A single contact point is established at the NCS to provide information about the entry points for relief consignments and the applicable Customs requirements, as follows:
Nigeria Customs Service
Tariff and Trade Department
Imports and Exports Unit
Tel.: +2348036726826
E-mail address: swomenjh@gmail.com

Medicines can be imported through the following entry points:

<table>
<thead>
<tr>
<th>Airport</th>
<th>24/7 during emergency phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nnamdi Azikiwe International Airport Abuja, FCT</td>
<td>International Airport</td>
</tr>
<tr>
<td>Murtala Mohammed International Airport, Lagos</td>
<td>International Airport</td>
</tr>
<tr>
<td>Akanu Ibiam International Airport, Enugu</td>
<td>International Airport</td>
</tr>
<tr>
<td>Omagwa International Airport, Port Harcourt</td>
<td>International Airport</td>
</tr>
<tr>
<td>Aminu Kano International Airport – vaccines only</td>
<td>International Airport</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Port</th>
<th>International port</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apapa Port, Lagos</td>
<td></td>
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</tbody>
</table>

The Federal Ministry of Health is represented at the Nnamdi Azikiwe International Airport Abuja, FCT, Murtala Mohammed International Airport, Lagos and Apapa Port, Lagos in order to check the validity of the importation documents for medicines and ensure their compliance with the standard specification.

Storage Facilities for medicines at the Airports and Apapa Ports

Airports: Storage Facilities are handled by the Airport Cargo Handlers: Nigerian Aviation Handling Company Plc (NAHCO) and Skyway Aviation Handling Company Ltd (SAHCOL). The storage space is not
big but as the products are cleared, they should be taken to designated storage areas outside the Airport such as Central Medical Store, NGO Warehouse etc. as applicable.

**Apapa Port:** The terminals are privatized. Storage Facilities are handled by Terminal Operators which are to be paid for by the importer. Their Warehouses have no adequate storage facilities for medicines. However they have Reefer (Refrigerated) Containers with adequate storage facilities that can be controlled to suit particular required temperature for medicines. The medicines must then be shipped in these Reefer Containers. Shipping Companies contract these Containers to the Importers.
A.6.1. Joint controls by government agencies
The Federal Ministry of Health, NAFDAC, SON and NCS are present at entry points and perform joint controls of the shipments containing relief items.

A.6.2. Trade Hub
This is an information hub where ALL stakeholders and officers can canvass in a one stop shop to perform their activities on imports/exports/transit trade - www.tradehub.gov.ng. It is interesting to note that NCS is the first to deploy this hub to the amusement of even the WCO:

- Consult trade information online. For example, tariff search, arrived vessels, regulatory guidelines
- Submit trade documents and track their trade transaction status online
- Pay online through e-payment facilities using credit card (this function is to be deployed in the next phase by the end of the year.
- Access help-desk, trouble tickets, and other support services online (for registered users)
- Quickly reference important information on different government agencies involved in trade matters as well as link to their websites through a convenient hub
A.7. Relief consignments

A.7.1. Definition of relief consignments
For the purposes of these Standard Operating Procedures "relief consignments" means:
- goods, including vehicles and other means of transport, foodstuffs, medicaments, clothing, blankets, tents, prefabricated houses, water purifying and water storage items, or other goods of prime necessity, forwarded as aid to those affected by disaster; and
- all equipment, vehicles and other means of transport, specially trained animals, provisions, supplies, personal effects and other goods for disaster relief personnel in order to perform their duties and to support them in living and working in the territory of the disaster throughout the duration of their mission.

A.7.2. Items prohibited for importation
There are of two categories of prohibited items:
- Prohibited items (trade) Schedule 3 of the CET:
  - https://www.customs.gov.ng/ProhibitionList/import.php
- Absolute Prohibited Items (other than trade) Schedule 4 of the CET:
  - https://www.customs.gov.ng/ProhibitionList/import_2.php

The above lists are updated as often as necessary and the responsible unit within NCS is the Tariff and Trade Department.

NAFDAC also has a list of prohibited medicines, which is updated every five years:

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1 The definition is as per Chapter 5 of Specific Annex J to the International Convention on the Simplification and Harmonisation of Customs Procedures (as amended) (Revised Kyoto Convention). The same definition can be found in the provision of Article 273 of the ECOWAS Community Customs Code.
B. IMPORTATION

B.1. Registration of NGOs

Upon arrival in Nigeria, INGOs are mandated to meet with the Director of International Cooperation\(^2\) in the Ministry of Budget and National Planning for the purpose of registration. To get the support and permission to operate in Nigeria, INGOs need to register with the MBNP. Below is a list of requirements for registration as an INGO:

I. A written letter addressed to the Honorable Minister, introducing your organization

II. A brief profile of your Organization, citing where you work and what you do

III. A copy of registration certificate in the country of Origin

IV. Power of Attorney designating the representative to Nigeria

V. Mission Order for the country representative to operate in Nigeria on behalf of Nigeria

VI. Names and Addresses of the members of the Board of Trustees

VII. Annual Financial report

VIII. Draft Host Country Agreement prepared by the applying organization (Six copies)

IX. Constitution of the Organization

X. Tax exemption Certificate (where Necessary)

XI. A copy of the registration Certificate with CAC (It’s still in contention as most INGOs will be faced with challenges of Incorporation in their host country and in Nigeria, also amounts to double registration, and a duplication of boards as CAC requires appointment of a different sets of board members in country, who are Nigerian nationals.)

B.1.1. Additional Information

Once all relevant documents are put together, and you apply you will get a temporary permit valid for six months to one year to enable you start your operations, at that point the process for issuance for a permanent permit (known as the Memorandum of Understanding – MoU). The Process takes long as the

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\(^2\) The National Planning Commission was originally established by Decree No 12 of 1992 and later amended by Act 71 of 1993. The Commission has the mandate to determine and advise the Government of the Federation on matters relating to National Development and overall management of the national economy. The detailed objectives, functions, powers and structure of the Commission are outlined under sections 2, 3 and 5 of the Establishment Act. One of its several functions is: To manage multilateral and bilateral economic co-operation, including development aid and technical assistance; (hence why all INGOS, need their support)
application has to go through various line ministries for verification i.e. The ministry of justice, the Department of State Security Services (DSS), National Intelligence Agency (NIA), Ministry of Health (MOH), Ministry of Environment (MoE), National Emergency Management Agency (NEMA) and other agencies. Most recently the Office of the National Security Adviser (ONSA) became involved in the registration process for INGOs who are working in the humanitarian response in the North East, and has issued a directive that all new INGOs must not be granted registration except they have been vetted by the ONSA. There is no clear timeline for how long and when the security vetting process could be concluded. However, temporary registration once approved is valid for as long as six months to one year, while MOUs are valid for three to five years. Upon expiry of either temporary registration or MOU, and INGO can re-apply for an extension of the permit while continuing activities without interruption.

B.1.2 Renewal/ Extension of the registration

INGOs are advised to renew their registration documents before expiration with the Ministry of Budget and National Planning, the following documents are required:

- A letter requesting renewal
- Half-yearly reports of activities (see templates here)
- Copy of current letter of temporary registration/ MOU as applicable

Following the submission, and before renewal of the documents, the Department of International Cooperation will visit the programs of the INGO to inspect the activities of the INGO just to verify that the programs are taking place.

B.1.3. Registration of INGOs in the Humanitarian response by State Authorities

Given coordination challenges which exist between Federal and State authorities, INGOs have been required to register again with the State authorities. Under normal circumstances this is not required, however given the context of the North East, this has become mandatory and has resulted in several requests by multiple agencies (DSS, Immigration, Borno State Humanitarian Response Committee, Theatre Command) at the State level (Borno State in particular) to receive proof of registration of International NGOs. The coordination of this process needs to be streamlined to enable INGOs function without repetitive engagement by the Security Agencies.
B.2. Clearing Agents

Authorized persons that are hired by Importers/Exporters to clear consignments on their behalf and are duly registered by NCS to give legitimacy to their activities. They make declarations on behalf of the Importer/Exporter or on goods for Transit online and submit for necessary action by the Nigeria Custom Service. In short they clear goods on behalf of Importers/Exporters.

NCS licenses clearing agents and publishes a list of those licenses on its website - https://www.customs.gov.ng/Stakeholders/licenced_agents.php.
B.3. Tax Exemption Procedure

Relief materials are exempted from the payment of duty with reference to section 43 of CEMA and enjoys waiver on all fees and charges on application.

<table>
<thead>
<tr>
<th>Procedure – IMPORT DUTY EXEMPTION CERTIFICATE</th>
<th>Responsible entity</th>
<th>Lead Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Application letter to Hon. Minister of Finance (Ministry of Finance), attn. Director Technical Services. Attach: • Valid Agency Certificate of registration • Proforma invoice indicating quantity, value and description of items • Donation letter • Packing List • MoU with relevant Federal Ministry (required for NGOs and not required for UN agencies)</td>
<td>Importer</td>
<td>N/A</td>
</tr>
<tr>
<td>2 Application is processed and approved by the Ministry of Finance</td>
<td>Ministry of Finance</td>
<td>Max. 72 h</td>
</tr>
<tr>
<td>3 One application is approved, Import Duty Exemption Certificate (IDEC) is hand delivered to Nigeria Customs Service for the attention of the Comptroller General</td>
<td>Ministry of Finance</td>
<td></td>
</tr>
<tr>
<td>4 Issuance of an authorization letter</td>
<td>Comptroller General</td>
<td></td>
</tr>
<tr>
<td>5 Authorisation letter + IDEC + relevant documents described in Step 1 are sent to the Controller in charge of the Area Command</td>
<td>Comptroller General</td>
<td></td>
</tr>
<tr>
<td>6 IDEC + relevant documents are sent (manually or electronically) to the customs warehouse for the release of goods.</td>
<td>Customs Area Controller</td>
<td></td>
</tr>
</tbody>
</table>

**Important:** In the shipping documents the consignee should be the organization and not a natural person – employee of the organization.

It is recommended that organizations apply for a waiver from all duties, fees and charges. The maximum period of validity of IDECs is 12 months. The Ministry of Finance does not issue blank IDECs; each IDEC is issued for a specific consignment and in the cases where it covers multiple consignments, a supply plan needs to be developed by the NGO.
B.4. Pre-arrival processing

Pre-arrival clearance procedure can start as soon as the relevant documents are ready, i.e. Bill of Lading, invoice and packing list and other relevant permits in the case of Medicaments, Special Vehicles and Telecommunication Equipments. These are also done online in our Trade Hub. No need to wait for IDEC which must be presented after.
B.5. Customs Declaration

NICIS is in all customs entry points. It is now being replaced by NICIS II, a higher version of NICIS to ensure a faster clearance procedure.

Relief consignment are presently being fast-cleared by the use of scanner machines where the consignment are scanned on top of the truck in the presence of all agencies involve in examination and exited immediately with an online trigger to the gate to allow passage by the releasing officer, Except the consignment has issues like incomplete documentation or wrong declarations. The gate officer is expected to expeditiously allow passage

B.5.1. Electronic declaration

The NCS does not operate any manual process in the clearance of consignment. All clearance are electronically done and online.

The basic steps of submitting an electronic declaration in Nigeria customs information system (NICIS II) platform is as follows:

1. A declarant (registered customs licensed agent) must obtain a user name and a password by applying through the Customs Area Controller (CAC)
2. Login in to the application portal through the following:
   - Open any browser on an internet connected computer or any other device
   - Type the URL address (app.trade.gov.ng/sgd) on the browser’s address bar
   - Click enter key on your keyboard
   - The following interface will be displayed:

3. Type in your user name and password
4. Click the login tab
5. After login in you will have access to the platform as shown below:
6. Click on fill SGD on the left pane
7. Fill the different tabs i.e
   - Header
   - Names and parties
   - Transport
   - Financial
   - Item
   - Attached document
   - Containers
   - VIN (which is specifically for vehicle declaration)
8. Verify using the verify tab
9. View the Assessment notice tab to confirm duty and other taxes liabilities if applicable
10. Assess using the Assess tab.
11. Print the assessment notice proceed to bank for payment if application
12. Selectivity is automatically after payment but for declaration that does not involve payment
    selectivity is automatically after assessment
13. View the support information tab to view the examiner
14. Print the SGD and the Assessment notice
15. Proceed to customs office to complete the clearance process.

The contingency procedures do not include a manual process of submission of declarations as NICIS has a back-up server.
### B.6. Customs Clearance

See below the list of documents required to clear the following items:

#### UN Agencies

<table>
<thead>
<tr>
<th></th>
<th>NFI</th>
<th>Medicines and Medical Supplies</th>
<th>Telecommunications Equipment</th>
<th>Vehicles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customs Declaration</td>
<td>Original</td>
<td>Original</td>
<td>Original</td>
<td>Original</td>
</tr>
<tr>
<td>AWB/BoL/Waybill</td>
<td>Original + 2 Copies</td>
<td>Original + 2 Copies</td>
<td>Original + 2 Copies</td>
<td>Original + 2 Copies</td>
</tr>
<tr>
<td>Packing List</td>
<td>Original + 2 Copies</td>
<td>Original + 2 Copies</td>
<td>Original + 2 Copies</td>
<td>Original + 2 Copies</td>
</tr>
<tr>
<td>Invoice/Donation</td>
<td>Original + 2 Copies</td>
<td>Original + 2 Copies</td>
<td>Original + 2 Copies</td>
<td>Original + 2 Copies</td>
</tr>
<tr>
<td>Certificate</td>
<td>Original + 1 copy</td>
<td>Original + 1 copy</td>
<td>Original + 1 copy</td>
<td>Original + 1 copy</td>
</tr>
<tr>
<td>MOU with the relevant ministry</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>NAFDAC certificate/permit as applicable</td>
<td>-</td>
<td>Original + 1 copy</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>SONCAP certificate</td>
<td>Original + 1 copy</td>
<td>Original + 1 copy (equipment)</td>
<td>Original + 1 copy</td>
<td>Original + 1 copy</td>
</tr>
<tr>
<td>Certificate of analysis</td>
<td>-</td>
<td>Original + 1 copy (drugs)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Authorization for Telecommunications equipment</td>
<td>-</td>
<td>-</td>
<td>Original + 1 copy</td>
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</tbody>
</table>

#### NGOs

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<tr>
<th></th>
<th>NFI</th>
<th>Medicines and Medical Supplies</th>
<th>Telecommunications Equipment</th>
<th>Vehicles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customs Declaration</td>
<td>Original</td>
<td>Original</td>
<td>Original</td>
<td>Original</td>
</tr>
<tr>
<td>Agency Certificate of Registration</td>
<td>Original + 1 copy</td>
<td>Original + 1 copy</td>
<td>Original + 1 copy</td>
<td>Original + 1 copy</td>
</tr>
<tr>
<td>AWB/BoL/Waybill</td>
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<td>MOU with the relevant ministry</td>
<td>Original + 1 copy</td>
<td>Original + 1 copy</td>
<td>Original + 1 copy</td>
<td>Original + 1 copy</td>
</tr>
<tr>
<td>Document/Permit</td>
<td>Required Documentation</td>
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<td>------------------------------------------------</td>
<td>---------------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAFDAC certificate/permit as applicable</td>
<td>- Original + 1 copy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SONCAP certificate</td>
<td>Original + 1 copy (equipment)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Certificate of analysis</td>
<td>Original + 1 copy (drugs)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Authorization for Telecommunications equipment</td>
<td>- Original + 1 copy</td>
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</tbody>
</table>
## Procedure to clear items sent by air:

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsible</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Imports and Exports Unit within the Tariff and Trade Department, NCS issues a letter to the point of entry that goods are exempt.</td>
<td>NCS</td>
<td>As quickly as possible online</td>
</tr>
<tr>
<td>2 Charges to the aviation handling company (SAHCOL/NAHCO) are paid</td>
<td>Importer or his authorized representative</td>
<td>As soon as the Importer or his Authorized Agent goes to the office of the terminal operator</td>
</tr>
<tr>
<td>3 NAFDAC charges are paid</td>
<td>Importer or his authorized representative</td>
<td>As quickly as possible</td>
</tr>
<tr>
<td>4 Gate Pass is issued to the importer or his authorized representative</td>
<td>NCS/Terminal Operator</td>
<td>Online</td>
</tr>
<tr>
<td>5 Haulage to warehouse</td>
<td></td>
<td>Depends on Traffic</td>
</tr>
</tbody>
</table>
### Procedure to clear items sent by sea:

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsible</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Imports and Exports Unit within the Tariff and Trade Department, NCS issues a letter to the point of entry that goods are exempt.</td>
<td>NCS</td>
<td>As quickly as possible online</td>
</tr>
<tr>
<td>2 Charges to the container terminal operating company (APM Terminal), shipping charges (deposit for the container) are paid</td>
<td>Importer or his authorized representative</td>
<td>As soon as the Importer or his Authorized Agent goes to the office of the terminal operator.</td>
</tr>
<tr>
<td>3 NAFDAC Charges are paid</td>
<td>Importer or his authorized representative</td>
<td>As quickly as possible</td>
</tr>
<tr>
<td>4 Gate Pass is issued to the importer or his authorized representative</td>
<td>NCS/Terminal Operator</td>
<td>Online</td>
</tr>
<tr>
<td>5 Haulage to warehouse</td>
<td></td>
<td>Depends on Traffic</td>
</tr>
</tbody>
</table>
**Procedure to clear items sent by road:**

<table>
<thead>
<tr>
<th></th>
<th>Action</th>
<th>Responsible</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Imports and Exports Unit within the Tariff and Trade Department, NCS issues a letter to the point of entry that goods are exempt.</td>
<td>NCS</td>
<td>As quickly as possible</td>
</tr>
<tr>
<td>2</td>
<td>Charges to the container terminal operating company (APM Terminal), shipping charges (deposit for the container) are paid</td>
<td>Importer or his authorized representative</td>
<td>To Agents at the border stations as quickly as possible</td>
</tr>
<tr>
<td>3</td>
<td>NAFDAC Charges are paid</td>
<td>Importer or his authorized representative</td>
<td>As quickly as possible</td>
</tr>
<tr>
<td>4</td>
<td>Gate Pass is issued to the importer or his authorized representative</td>
<td>NCS/Combined Border Management Personnel</td>
<td>As soon as necessary documents are submitted to CBM officials.</td>
</tr>
<tr>
<td>5</td>
<td>Haulage to warehouse</td>
<td>NCS Escort Officers(Federal Operation Unit)</td>
<td>Depends on distance.</td>
</tr>
</tbody>
</table>
B.6.1. Medicines, medical supplies and equipment

Donated Drugs:

[...] the following measures shall be taken;

- All drug donations for use in the country shall be processed through the Federal Ministry of Health as a clearing house to ensure compliance with the guidelines for drug donations.
- Donated drugs shall among other things be required to:
  o be registered for use, both by the Drug Regulatory Authority of the donor country and in Nigeria,
  o have at least twelve months remaining shelf life after arrival in the country, and
  o be labelled in English to include its international non proprietary or generic name; and
- The Federal Ministry of Health shall put in place an adequate machinery for monitoring the distribution of donated drugs. In an emergency, the Federal Ministry of Health, in collaboration with National Emergency Management Agency (NEMA), shall immediately establish a coordinating body to assess and inform donors about national needs, approve donations, and co-ordinate their receipt and distribution.

National Drug Policy 2005,
Federal Ministry of Health Nigeria in collaboration with WHO

The list of essential medicines in Nigeria is the same as the standard WHO Model List. See the links below:

- List of essential medicines (Nigeria, 2010):

- List of Essential Medicines (WHO, Amended August 2017)
  o http://www.who.int/medicines/publications/essentialmedicines/20th_EML2017.pdf?ua=1

Some specific documents are required for the importation of medicines and medical supplies:

- **NAFDAC certificate/permit**

  Procedure to obtain it:

  **A.GENERAL**

1. No drug shall be manufactured, imported, exported, advertised, sold or distributed in Nigeria unless it has been registered in accordance with the provisions of NAFDACACT CAP F33 LFN 2004 (formerly decree 19 of 1993) and the accompanying guidelines.
2. No donated drug product shall be imported into Nigeria unless it has undergone due processing with the NAFDAC in accordance with the regulations for drug donation.
3. The recipient organization must demonstrate the capacity to handle the type and quantity of the drug product e.g. for cold chain products
4. The recipient organization must liaise with the State Co-Ordinator in the location of project/program execution
5. Products deleted from the application during assessment must not be imported
6. All approvals should be forwarded to the Heads of Ports of entry and respective State Coordinators.
7. Heads of Ports of entry should get the contact of the focal person of the recipient organization for monitoring of program activities
8. The recipient organization after obtaining approval and having successfully imported and cleared any donated drug, shall invite the NAFDAC state and or zonal offices in the area where the donated drugs are to be used to witness the event.
9. The NAFDAC state and or zonal offices would periodically monitor and evaluate the level of compliance with the conditions of approval for each consignment of donated drugs.
10. The Pharmacovigilance and Post Marketing Surveillance Directorate of the agency shall also be involved in monitoring the public for any unexpected adverse drug reaction associated with the use of donated drugs.

Drugs can only be imported into Nigeria upon the issuance by NAFDAC of NAFDAC Registration Certificate or Permit to import.

Below is the procedure for registering imported drug products, whereas the Certificate issued has a validity period of (5) five years.

**Description of the Procedure to obtain a NAFDAC Certificate:**

**GUIDELINES FOR REGISTRATION OF IMPORTED DRUG PRODUCTS IN NIGERIA**

**NAFDAC/RR/002/00**

**Summary of Registration Guidelines for Imported Drug Products**

(A) Applicant shall purchase Registration Form per product for five hundred naira only in bank draft.

(B) An application letter addressed to the Director (R&R) for permit to import samples of drug products shall be made by the Local Agent holding the Power of Attorney.

(C) Documentation accompanying the application shall be:

1) **Power of Attorney or Contract Manufacturing Agreement:**

   **Power of Attorney shall be:**
   a) Notarized by a Notary public in the country of manufacture.
   b) Issued by the manufacturer of the product.
   c) Signed by the responsible person of the Company, stating the names of the products to be registered.

   **Contract Manufacturing Agreement:**
12 July 2018

a) Shall be notarized by a notary public in the country of manufacture.
b) Shall be signed by both parties stating names and designations of the signatories with the names of all the products to be registered and other relevant clauses clearly explained in an unambiguous language.

2) **Manufacturing License / Certificate (for India and China only)** shall be:
   a) Issued by a relevant health/regulatory body
   b) Authenticated by the Nigerian Embassy in the country of origin. In countries where no Nigerian Embassy exists, British High Commission or any Commonwealth or ECOWAS country commission can authenticate.
c) Indicate the name and address of manufacturer and products to be registered.

3) **Certificate of Pharmaceutical Products (COPP – WHO FORMAT)**
   a) Issued by the relevant health/regulatory body
   b) Authenticated by the Nigerian Embassy in the country of origin. In countries where no Nigerian Embassy exists, British High Commission or any Commonwealth or ECOWAS country commission can authenticate.

4) **Current Good Manufacturing Practice (GMP) Certificate of the manufacturing facility.**
   a) Issued by the relevant health/regulatory body
   b) Authenticated by the Nigerian Embassy in the country of origin. In countries where no Nigerian Embassy exists, British High Commission or any Commonwealth or ECOWAS country commission can authenticate.

5) **Certificate of Registration of Brand Name** with the trademark Registry in the Ministry of Commerce in Nigeria/ Evidence of Trademark approval from Federal Ministry of Commerce & Tourism Abuja. This should be done in the name of the owner of trademark as the case may be.

6) **Comprehensive Certificate of Analysis.**
   a) Issued by the manufacturer.
   b) Name and designation of the analyst should be indicated.

7) Evidence of membership of NIROPHARM, ACPN or APIN

8) **Current Annual License to Practice for the Superintendent Pharmacists** issued by the Pharmacists Council of Nigeria.

9) **Current Certificate of Registration Retention of Premise** issued by the Pharmacists Council of Nigeria.

10) **Payment of relevant fee** for registration form, Prescription Drugs and OTC Drugs (Plus 5% VAT)

11) All documents must be found satisfactory before any payment is made.

(D) If the above documentation is satisfactory, **Permit to Import** registration samples shall be issued upon payment of relevant fees.
CHECKLIST FOR THE SUBMISSION OF SAMPLES

1) Copy of permit and receipt (One copy)

2) Dossier formatted according to NAFDAC’s requirements (one copy).

3) Vetting Samples (Three of each product)

4) A letter of Invitation to inspect the factory abroad. This is submitted by the local representative in Nigeria and shall state the full location address of the manufacturer, Name of contact person, e-mail address, current phone no. & fax no., guide map illustrating the shortest land/air route to the factory overseas.(Two copies).

NOTE.

1. The count for process time starts upon receipt of samples.

2. A successful application attracts a Certificate of Registration with a validity period of five (5) years.

3. Applications should be submitted to the Office of the Director, Registration and Regulatory Affairs Directorate, NAFDAC, Isolo, Lagos.
   For further enquiry, call the following numbers: 01-4748627, 01-4772452, 01-4772455.
   E-mail address: registration@nafdac.gov.ng
   NAFDAC website: www.nafdac@nafdac.gov.ng

4. Donated drugs are drugs and drug products sent by a donor to a recipient in Nigeria in the face of a disaster and suffering or on humanitarian basis. It may or may not be on request. Humanitarian items can be imported into Nigeria by processing with NAFDAC in accordance with regulations for drug donation.

5. Permit to import donated drug products is a form of waiver as other processing charges are waived and inspection and analysis fee is reduced to 25 000 (twenty five thousand) Naira per Consignment. NAFDAC Permit has a validity period of one year and the list of the drugs approved for the permit must be imported once within this validity period. It is one off importation but can be renewed yearly when necessary.

Below is the procedure for application to obtain the permit.

Procedure for importing donated drugs:

1. An application for drug donation for permit shall be made by the recipient organization in Nigeria to NAFDAC before the drug leaves the country of origin.

2. The application shall be in form of a letter addressed to the Director General, stating the following:
   • Name of the drug (brand/generic)
   • Quantities of the drug to be imported
• Strength of drug
• Dosage form
• Expiry date

3. The identity and contact address of the donor and expected date of arrival at the port of entry shall be stated.

In addition, the following documents shall be attached:

a. Evidence of correspondence between the recipient and donor showing how the donation was initiated.

b. Detail plan on how the program will be executed which must include: date, venue and details of Nigeria contact/focal person must be included.

c. Evidence that the donated drugs are relevant for the purpose and shall be of maximum benefit.

d. Evidence of skilled professionals (Pharmacists) in the organisation who can handle the drugs safely.

e. The premises (warehouse) where the donated drugs will be kept pending usage must be licensed by the Pharmacist council of Nigeria (PCN) and evidence should be attached alongside application form. Exceptions of medical devices.

f. The premises must not necessarily be owned by the recipient organization but could be owned by a third party which it has an understanding with (copy of agreement attached).

4. PRODUCTS

All donated drug products shall meet the following requirements

a. Be of good quality and efficacious.

b. The presentation, strength and formulation shall be as much as possible similar to those used in Nigeria, unless specifically requested for by the recipient.

c. Labelling shall be in English language and bear the generic name, dosage form, strength, composition, net content, date markings, batch number, storage conditions, name and address of manufacturer.

d. The drugs shall be obtained from reliable sources and must comply with quality standards in both donor country and in Nigeria. (Evidence of complying with the quality standards of the Donor country should be attached)

e. Where there are Narcotics, Psychotropic substances and any controlled drugs, authorization to import and clear such drugs must be obtained from the Narcotics & Controlled Directorate of the Agency.

f. Where a recipient intends to import schedule I narcotics, approval or waiver to import must be obtained from Federal Ministry of Health.

g. Drugs under the Federal Government Import Prohibition list would not be approved.
h. In the event that the donated drugs are not exhausted after a program for which it is imported for, the remaining shall be returned to NAFDAC or documented for destruction.

i. Drugs that have expired or have been issued to patients and returned to pharmacies shall not be accepted as donation.

j. The Agency as the need arises may in some cases demand that donated drugs are subjected to laboratory analysis to ascertain their safety.

k. Large volume parenterals shall be brought in quantities that can be analysed should need arise.

l. Donated drugs shall be properly packed according to the storage conditions before shipment.

m. Donated drugs shall not be sold to the general public, exported or diverted.

n. Upon arrival, all donated drugs shall have a minimum shelf life of twelve (12) months at the time of clearance at the port or eighteen (18) months from the date of arrival. It is important that date of arrival and expiry dates of the drugs be communicated to the recipient well in advance.

o. No product registered by the agency shall be imported as donated drugs unless the donor recipients has obtained a No Objection from the Agency and the owner of the market authorization consents to it.

Procedure for importing donated vaccines:

Under the auspices of WHO/UNICEF:

a. Vaccine donations should be based on an expressed need and be relevant to the disease pattern in Nigeria. Vaccines should not be sent without the prior consent of the recipient.

b. All donated vaccines should be approved for use in the country of origin and appear on the WHO Model List licensed vaccines, unless specifically requested otherwise by the recipient.

c. The presentation, strength and formulation of donated vaccines should, as much as possible, be similar to those commonly used in Nigeria.

d. All donated vaccines should be obtained from a reliable source and comply with quality standards in both donor and recipient country and the WHO Certification Scheme.

e. Vaccines that have been issued to patients and then returned to a pharmacy or elsewhere, or were given to health professionals as free samples shall not be imported as donation into Nigeria.

f. After arrival in Nigeria the vaccines shall have a minimum shelf life of at least one year. An exception may be made for direct donations in emergencies and will be treated on a case by case basis. In all cases, it is important to note that the date of arrival and the expiry dates of the vaccines be communicated to NAFDAC and the recipient well in advance.

g. All vaccines shall be labelled in English so that it is easily understood by the health professionals in Nigeria (or be translated if in another language); the label on each individual container should
at least contain the International Non-proprietary Name (INN, or generic name), batch number, dosage form, strength, name of manufacturer, quantity in the container, storage conditions and expiry date.

h. Donated vaccines shall be packed in accordance with international shipping regulations, and be accompanied by a detailed packing list. The weight per carton should not exceed 50 kilograms. **Vaccines should not be mixed with other supplies in the same carton.**

i. Recipients should be informed of all vaccine donations that are being considered, prepared or actually underway.

j. Costs of international and local transport in cold chain, warehousing, port clearance and appropriate storage and handling should be paid by the donor agency, unless otherwise agreed with the recipient in advance.

k. Donated vaccines shall be shipped to Nigeria through UNICEF or other recognized world body under those stipulated conditions such as disease outbreaks, sudden shortages of stock during supplementary immunization activities, bilateral aid, disease occurrence at a period of health risks, etc.

l. The vaccines must be licensed in the country of origin.

**Guidelines for donated vaccines by others:**

a. Any vaccines donated from other sources shall meet relevant regulatory requirements before acceptance in Nigeria.

b. The presentation, formulation and strength of a donated vaccine shall be in compliance with approved requirements of such dosage forms in Nigeria.

c. All donated vaccines shall also conform to NAFDAC labelling requirements for location of manufacturer.

d. Donated vaccines shall have a shelf life of at least six (6) months at delivery in Nigeria.

e. **Donated vaccines shall be accompanied by Summary Lot Protocol, Certificate of Release from country of origin and Certificate of Analysis of the batches,** which will be evaluated for lot release.

f. Donated vaccines shall conform to Good Handling Practices and consignments shall be monitored by the Establishment Inspection Directorate of NAFDAC to ascertain the infrastructure of storage houses/depots and other requirements.

g. Vaccine donations shall be packaged in accordance with the international shipping requirements by a detailed packaging list that specifies the contents of each numbered carton; the storage conditions and the weight per carton shall not exceed 50 kilograms.

h. Donated vaccines shall be subjected to laboratory evaluation before release.

**D. PORT CLEARANCE OF DONATED DRUGS**

Upon arrival in the country, the following documents are required before clearance at the Ports.

1. A copy of the approval letter from the agency to import the donated drugs.

2. A letter of undertaking as required by the Ports inspection Directorate attaching the following document:

   a. Single good declaration (SGD) form, if applicable.
b. Certificate of analysis.
c. Packing list.
d. Clean report of inspection/Evidence of destination inspection (if applicable).
e. Narcotics permit to import and clear (if applicable).
f. Bill of lading/Airway bill.
g. Pre-Assessment Arrival Report (PAAR).
h. Invoice or letter transferring the donated drug from the donor to the recipient containing the name and quantity of drugs.

E. TARIFF:

Donated drugs are exempted from all processing fees, however where the need for Product laboratory analysis arises, the recipient may bear the cost.

F. REPORT

Distribution:

NAFDAC expects recipients of donated drugs to document the distribution of all such drugs.

On completion of the proposed program, the recipient organization is required within 30days to provide feedback to the Agency’s Registration and Regulatory Affairs Directorate, and a copy to the Pharmacovigilance and Post-marketing Surveillance Directorate; and the National product supply chain management programme (Department of Food and Drug Services) by forwarding a detailed report that must include pictorial, detailed distribution record and stock utilization record of the donated drugs and other pertinent details. Failure to do so may result in denial of future request.

G. Conditions for Destruction:

If the vaccines/drugs donated do not comply with the requirements, or are expired upon arrival, the NAFDAC shall seize and destroy them and the recipient shall bear the cost of destruction as stipulated in the appropriate guidelines with the Investigation & Enforcement Directorate.

Banned, restricted or controlled food, drugs, cosmetics and chemicals

Banned NAFDAC regulated items are not allowed to be imported into Nigeria.

As per the national legislation the procedures for importation are as described below:

Obtain NAFDAC Permit to import/clear restricted or controlled food, drugs, cosmetics and chemicals as applicable: www.nafdac.gov.ng/guidelines

Also, consider the following measures regarding the labelling of drugs:
- **SONCAP certificate**

  Procedure to obtain it:

  Standards Organisation of Nigeria Conformity Assessment Programme (SONCAP) prioritizes the requests during phase of natural disaster or a disease outbreak and issues import permit online (www.son.gov.ng). The focal person is Head of Product Certification Department at Headquarters in Abuja.
B.6.2. Telecommunications equipment

The Federal Ministry of Communication is responsible for clearing telecommunication equipment. Nigeria Communications Commission issues authorization for the importation/temporary admission of telecommunication equipment.

Procedure to obtain telecommunication equipment:

1. Application for Authorization permit to import telecommunication equipments as Relief materials or any other import are obtained on online via ncc.gov.ng
2. The exact type of telecommunication equipment been imported/exported is clearly stated with the purpose.
3. The application is treated within hours and the letter issued, if granted online.
B.6.3. Vehicles
The importation of vehicles requires the following additional documents:

An end user certificate issued by the National Security Adviser Office is required for armoured vehicles with telecommunication equipment.

Armoured vehicles are classified as dangerous goods.
B.7. Prioritization

Relief items are fast tracked. There is a dedicated unit at Nigeria Customs Services Headquarters responsible for processing of authorization to release relief materials.

Nigeria Integrated Customs Information Systems (NICIS) can be enhanced to accommodate the process and the focal point is the Comptroller Import and Export unit at Customs Headquarters, Abuja.

National Agency for Food and Drug Administration and Control (NAFDAC) fast tracks clearance of relief items. The focal person is Director Port Inspection Directorate.
B.8. Inspection

Inspection of relief materials is conducted expeditiously. In order to ensure this, Customs Area Controller (CAC) will designate a separate place within the Customs Area in case of need to ensure speedy inspection and clearance of relief materials. The Comptroller General can also designate a separate area outside Customs Area as a temporary Customs clearance area if such arrangement is deemed appropriate to promptly clear the goods.
C. TEMPORARY ADMISSION

Temporary admission means the Customs procedure under which certain goods (including means of transport) can be brought into a Customs territory conditionally relieved from payment of import duties and taxes and without application of import prohibitions or restrictions of economic character; such goods (including means of transport) must be imported for a specific purpose and must be intended for re-exportation within a specified period and without having undergone any change except normal depreciation due to the use made of them.

The required process for temporary admission is as follows:

- Proforma Invoice – Gives the value of goods
- Letter of Importer’s registration certificate (certificate of Incorporation)
- Covering Letter to Customs applying for temporary admission approval
- Photocopy of Form Sale 33 – Used to track the initiation and closure of temporary admission. This can be done within 24hrs (Form Sale 33 is an official document of Customs. It is done at NCS Headquarters.)
- Bank Bond – This is compulsory and advised to be acquired pre-arrival of shipments

Search and Rescue Dogs

Clearance of search and rescue dogs is under the Federal Ministry of Agriculture and Rural Development. The Chief Veterinary Officer (CVO)/Director Veterinary, Pest and Control Services will issue the certificate for Importation.

Procedure:

1. Application to the chief veterinary officer
2. Presentation of certificate of necessary vaccines/inoculations for the dogs by exporting countries to ensure they are healthy.
3. Issuance of certificate permit.

The timeframe for issuance of certification permit depends on volume of applications otherwise it does not take time.

- Vehicles

Vehicles can be brought into the country under temporary admission and Nigeria Customs Service is responsible for clearance. However, authorization from the Office of National Security Adviser is required for special purpose vehicles.

Procedure:

1. Application to the office of National Security Adviser and in the case of armoured vehicles, End User Certificate is required.
2. Application to be followed with Bill of Lading, invoice, parking list, certificate of origin
3. Normal import clearance procedures for vehicles apply. (See import clearance procedure)
C.1. Re-export procedures

The procedures involved in re-exportation after temporary importation are as follows:
- Outward Manifest issued by the shipping company
- Re-importation and re-exportation Certificate done at Export Seat
- Copy of Temporary Importation Approval – Form Sale 33
- Copy of Bond Approval
- Landing certificate
- Evidence of NAFDAC clearance or any other permit granted at importation of the product. E.g. SGD form endorsed at NAFDAC Port office

At re-exportation of the TI, the agent goes to ASYCUDA with the TI Certificate and the Bond Certificate to the Bond Seat to confirm period of exit of the goods. Once the consignment is re-exported, the bond is closed.

In the event that the consignment is not being re-exported, it will pass through normal clearance process (that’s normal import process) for it to be converted for home use.

Finally, the following Agencies at random could perform a rig/vessel inspection prior to the departure of shipment:
- NCS
- Nigerian Immigration Service (NIS)
- Ports Authority
D. TRANSIT

Transit of relief items is made possible via land transport. However, it could be coast-wise whereby consignments can move intra from one Port to the other for convenience of clearing.

Bank Bonds required are composed of:

- Particular Bonds – One off transaction; Periodic Renewal
- General Bonds – multiple Transactions; Periodic Renewable

Banks issue bonds equivalent to the duty of the consignment.

The e-manifest will be entered as transit consignment in ASYCUDA and is allowed to pass to its final destination.

Fast-tracking of Customs processing – Only external examination of consignments for confirmation of marks and numbers and examination of the proper documentation are required for ease of Customs processing. The transaction documents required are:

- The usual documentation accompanying the goods - B/L, packing list, invoice, etc. (see section VIII B.1.)
- Transire (Customs issue a local manifest called Transire)
- Single Goods Declaration (SGD) (an electronic document that is being captured in ASYCUDA for indicating that this are transit goods)
- Bond Certificate
- Landing Certificate – Issued at the final point of exit
- Exit Note

The transaction documents required are issued by NCS.

Transit goods are transported under Customs escort.
E. MISCELLANIOUS

E.1. Unclaimed goods

These are goods which have overstayed its stipulated period of twenty eight(28) days at the Customs entry points without being claimed by the consignee. If the owner wishes to claim it, a reapplication will be processed for the release of these items if they have not been declared overtime and gazetted.

Reasons for Unclaimed materials:

- Due to Error or Omission on the part of shipper, consignee or Owner where no specific instruction has been provided consigning the goods.
- Consignee/Owner is unable to pay the demurrage charges.
- Cargo becomes damaged or tempered with, hence the consignee will not want it.
- Lack or improper provision of Address.

Procedure to release Relief goods to Humanitarian centres:

- NCS will gazette the Items which has been identified as the relief materials if the goods are not cleared and once gazetted, it will be auctioned.
- The auction will be done through the E-Auction platform.

E.2. Revision of SOPs

The Standard Operating Procedures for the receiving international emergency relief consignments and equipment imported for humanitarian purposes will be revised once every two years.

The decision will be taken by NCS. Key line ministries, NGOs, donors will be involved in the process.
E.3. Texts of reference

INTERNATIONAL TEXTS

- Revised Kyoto Convention – Specific Annex J-5
- Convention on temporary admission – Annex B.9
- United Nations Resolution 46/182 dated 1991
- Recommendation of the Customs Co-operation Council to expedite the forwarding of relief consignments in the event of disasters (1970)

NATIONAL TEXTS

- National Drug Policy 2005
- Pharmaceutical country profile (published by Federal Ministry of Health in collaboration with WHO)
  - [http://www.who.int/medicines/areas/coordination/Nigeria_PSCP Narrative Questionnaire_01062011.pdf](http://www.who.int/medicines/areas/coordination/Nigeria_PSCP Narrative Questionnaire_01062011.pdf)
- National Drug Law Enforcement Agency Act
  - [http://www.lawnigeria.com/LawsoftheFederation/NATIONAL-DRUG-LAW-ENFORCEMENT-AGENCY-ACT.html](http://www.lawnigeria.com/LawsoftheFederation/NATIONAL-DRUG-LAW-ENFORCEMENT-AGENCY-ACT.html)
E.4. Contacts

1. Nigeria Customs Service c/o DCG SR&P Wuse Zone 3 Abuja
   Phone: 08034225986
   Email: auchi2007com@yahoo.com

2. DC Siman D.N Coordinator WCO C-RED
   Tel: 08033165408
   Email: simannimdul@yahoo.co.uk
E.5. Glossary

Disease outbreak: A disease outbreak is the occurrence of cases of disease in excess of what would normally be expected in a defined community, geographical area or season. An outbreak may occur in a restricted geographical area, or may extend over several countries. It may last for a few days or weeks, or for several years. A single case of a communicable disease long absent from a population, or caused by an agent (e.g. bacterium or virus) not previously recognized in that community or area, or the emergence of a previously unknown disease, may also constitute an outbreak and should be reported and investigated.³

³http://www.who.int/topics/disease_outbreaks/en/
E.6. Acronyms
<table>
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<tr>
<th>Abbreviation</th>
<th>Full Form</th>
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<tr>
<td>ANCLA</td>
<td>Association Of Nigeria Customs License Agent</td>
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<tr>
<td>CBM</td>
<td>Combined Border Management</td>
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<tr>
<td>CET</td>
<td>Custom Excise Tariff</td>
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<tr>
<td>CEMA</td>
<td>Customs And Excise Management Act</td>
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<tr>
<td>CGC</td>
<td>Comptroller – General Of Customs</td>
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<td>CVO</td>
<td>Chief Veterinary Officer</td>
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<td>E.G</td>
<td>For Example</td>
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<tr>
<td>ICT</td>
<td>Information And Communication Technology</td>
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<tr>
<td>IDEC</td>
<td>Import Duty Exemption Certificate</td>
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<td>INGO</td>
<td>International Non-Governmental Organization</td>
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<td>LFN</td>
<td>Laws Of The Federation Of Nigeria</td>
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<td>MBNP</td>
<td>Ministry Of Budget And National Planning</td>
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<td>MOH</td>
<td>Ministry Of Health</td>
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<td>MOU</td>
<td>Memorandum Of Understanding</td>
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<td>MOE</td>
<td>Ministry Of Environment</td>
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<td>NCS</td>
<td>Nigeria Customs Service</td>
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<tr>
<td>NDLEA</td>
<td>National Drug Law Enforcement Agency</td>
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<tr>
<td>NGO</td>
<td>Non-Governmental Organization</td>
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<td>NICIS</td>
<td>Nigeria Integrated Customs Information Systems</td>
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<td>NIA</td>
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<td>PAAR</td>
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<td>Standard Organization Of Nigeria</td>
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<td>SR&amp;P</td>
<td>Strategic Research and Planning</td>
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<td>T &amp; T</td>
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<td>UN- OCHA</td>
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E.7. Annexes

Annex 1----- Definition of Relief Consignments
Annex 2------ Registration of NGOs
Annex 3------- Tax Exemption Procedure
Annex 4------- Customs Clearances
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Annex 6------- Procedure to obtain NAFDAC Certificate/Permits..General
Annex 7------- Guidelines for the registration of Imported Drug Products in Nigeria
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Annex 12----- Re-export procedures
ATTESTATION/VOTE OF THANKS

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