

# **A GUIDE TO ACQUIRING PERMITS AND LICENCES IN PLATEAU STATE**





# **1. A GUIDE TO ACQUIRING CERTIFICATE OF OCCUPANCY IN PLATEAU STATE**

# OVERVIEW

A Certificate of Occupancy (C of O) certifies the holder as a lawful owner of a piece of land. To acquire a Certificate of Occupancy, one must apply to register their land at the Plateau Geographic Information Service (PLAGIS). The PLAGIS Project was created in response to the immediate need to provide Plateau State with modern and efficient land administration backed by automated systems and fully trained staff that can produce, secure land titles.

## REQUIREMENTS

1. Registration form (find excel document for this).
2. Evidence of ownership. This may be a sale agreement, registered deed of assignment, etc.
3. Survey Plan and report
4. Site analysis report or satellite imagery (site analysis report is optional where satellite imagery is provided).
5. Legal means of identification (accepted photo identification for individuals Certified true copy of CAC company incorporation documents for organizations).
6. Application form of N5,000.

# HOW TO ACQUIRE CERTIFICATE OF OCCUPANCY

## STEP ONE:

Applicant obtains and completes application form

1

## STEP TWO:

Applicant pays processing fee

2

## STEP THREE:

Applicants submits application form with 3 supporting documents and proof of payment of processing fee to PLAGIS customer care unit

3

## STEP FOUR:

Before approval, a demand notice will be raised for payment to be made by PLAGIS

4

## STEP FIVE:

Applicants receives Certificate of Occupancy subject to approval after 30 days

5

# FAQ

## **WHY DO I NEED A CERTIFICATE OF OCCUPANCY?**

A Certificate of Occupancy is needed to secure one's interest on a piece of land. It also serves as a tool for economic empowerment and can be useful if seeking a loan from the bank or a funding equity.

## **HOW MUCH DOES IT COST TO OBTAIN A CERTIFICATE OF OCCUPANCY?**

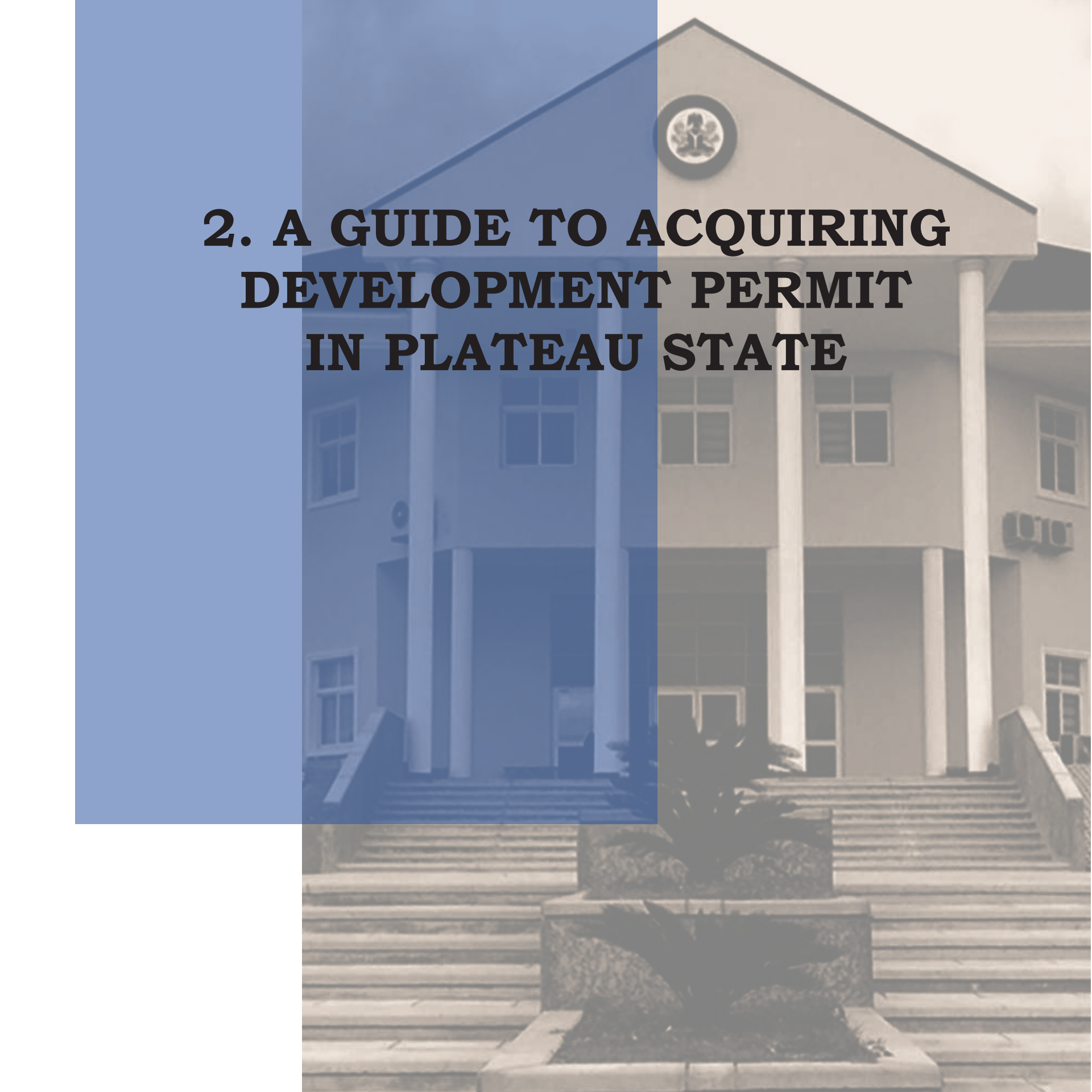
1. Preparation of Certificate of Occupancy fee (N3000)
2. Ground rent varies by purpose, size and location. Ranges from Residential Property (N15,000 annually/ hectare) to Commercial (N250,000) and Industrial (N300,000).
3. Survey fee and Title Deed Plan fee TDE (N15,000/ 1-500 SqM within Jos, N7500/ 1-500 SqM outside Jos) with a layout survey fee of (7500/1-50 plots)
4. Assignment fee (this fee replaces the stamp duty and registration of deed of assignment fees which is 3 % of land value.

## **HOW LONG DOES IT TAKE TO OBTAIN A CERTIFICATE OF OCCUPANCY?**

If the applicant provides all required documents and if all stakeholders agree on the sale of the land to the beneficiary, it will take 30 working days for a Certificate of Occupancy to be issued.

## **HOW LONG IS THE DURATION OF A CERTIFICATE OF OCCUPANCY**

For residential and commercial land with the exception of filling stations, the renewal window is 99 years. Whereas, it is 40 years for industrial land and that of filling stations and also 40 years for agricultural land (depending on proximity to urban areas).



## **2. A GUIDE TO ACQUIRING DEVELOPMENT PERMIT IN PLATEAU STATE**

# OVERVIEW

Jos Metropolitan Development Board (JMDB) was established to create a functional, safe and harmonious environment for living, working and recreation. It was established to foster the physical growth of the Greater Jos Urban area in a planned and orderly manner that ensures its residents live, work and recreate safely, conveniently and comfortably

A development permit, obtainable from the Jos Metropolitan Development Board (JMDB), allows the construction of new structures or the modifications of existing ones.

The agency is also responsible for the acquisition of outdoor installment permits covering fixtures such as signposts, billboards, outdoor adverts, and telecom masts.



**REQUIREMENTS FOR THE PROCESSING  
AND  
APPROVAL OF DEVELOPMENT (BUILDING) PLANS**

<b>S/N</b>	<b>DOCUMENTS</b>	<b>No OF COPIES</b>
1.	Architectural designs/Plans that meets minimum standards as contained in JMDB's Development Control Guidelines (Handbook)=5 sets A3 size (structural Designs and calculations for two and above storey buildings)	5
2.	Sales Agreement	1
3.	Change of Ownership from the respective LGA	1
4.	Deed of Assignment	1
5.	Letter of part surrender	1
6.	Acknowledgement letter from Min. Lands Survey & Town Planning (as evidence of registration of plot before submission of R of O)	
7.	Right of Occupancy (R of O) or Certificate of Occupancy (C of O)	1
8.	Acknowledgement letter from Min. Lands Survey & Town Planning.	1
9.	Survey Site Plan	1



<b>S/N</b>	<b>PROFESSIONAL REQUIREMENTS</b>
1.	Site Analysis Report and Block Plan for all sites to be prepared by a (TOPREC) Registered Town Planner (who must also register with JMDB as consultants).
2.	Environmental Impact Analysis Report (EIAR) for commercial, Industrial, Educational, Recreational, Institutional, Mixed uses, major Residential, etc sites (prepared by TOPREC) registered Town Planner/other relevant professionals also registered by JMDB as consultants.
3.	Architectural plans must be endorsed/sealed by a registered Architect (ARCON)
4.	Structural drawings and calculations for two and above storey buildings prepared by (COREN) registered Engineers.
5.	Commitment/undertaking form to be filled by both plot owners and supervising Engineer for two and above Storey buildings.
	Note: Professional reports, plans, endorsement e.t.c (EIAR, SARP and Sealing plans) are not in any way neither prepared nor charged by JMDB they are strictly done through private arrangements.
6.	Result of soil test/Analysis where necessary.

S/N	<b>REQUIREMENTS FOR THE PROCESSING AND GRANTING OF TEMPORARY PERMISSION ON TEMPORARY STRUCTURES.</b>
I.	Application letter along with land Tittles/consent letter to be addressed to the General Manager, JMDB.
ii.	Site inspection for the proposed structure, possible location include: Incidental Open space, vacant plots & Road set back where necessary
iii.	State the size/Design base of the structure.

# SEVEN - DAY STEP BY STEP PROCESSING OF APPROVAL OF BUILDING PLANS

**1**

**Day one:**Submission of building plans and inspection by the team technical departments/ report

**2**

**Day Two:** Assessment of plans for payment of fees

**3**

**Day Three:** Administrative approval of fees and process.

**4**

**Day Four:** Payment of fees

**5**

**Day Five:**Joint meeting by Heads of necessary Departments to technically consider plans for approval

**6**

**Day Six:** Final Approval

6

**Day Seven:**Dispatch of approved building plans, monitoring and supervision of approved building.

# FAQ

## **WHAT HAPPENS IF ALL REQUIREMENTS AND STANDARDS ARE NOT MET?**

In a situation where requirements and standards are not met, the Developer will be informed accordingly. However, plans cannot be processed until all requirements and standards are met to the satisfaction of the Board.

## **HOW LONG DOES THE PROCESSING TAKE, IF ALL REQUIREMENTS AND STANDARDS ARE MET?**

The minimum duration for granting approval is seven days.

## **WHAT HAPPENS IF DEVELOPMENT HAS STARTED? DO I NEED TO OBTAIN APPROVAL?**

Yes, approval is needed for developments that had started. The Developer will pay condonation charge according to the stage of the Development, as contained in the table of fees.

## **WHAT PROCEDURES ARE FOLLOWED AFTER APPROVAL IS OBTAINED?**

A prospective developer shall invite the Development Control Section to supervise the setting out of the building(s) thereafter the section shall be invited by the Developer to inspect the following stages of construction:

- i. Form Work including drainage
- ii. Decking level

## **WHAT IS A PHYSICAL DEVELOPMENT PLAN?**

A Physical Development Plan is the spatial expression of the desired form of physical, social and economic development to be translated on the ground (H.I. Okoro, March, 2014).

## **WHAT ARE THE DIFFERENT TYPES OF PHYSICAL DEVELOPMENT PLANS?**

There are three levels of physical development plans, they are:

Federal, State and Local levels. The Local level plans are subject to those of the states which in turn are dictated by or superimposed by the National Physical development plan.

The types of physical development plans at the State level are:

- i. Regional plans
- ii. Sub-regional plans
- iii. Urban plans
- iv. Local plans and subject plans

At the Local level, they include:

- i. Town plans
- ii. Rural area plans
- iii. Local plans
- iv. Subject plans

## **IS A MASTER PLAN NECESSARY FOR A SETTLEMENT?**

A master plan is very important and necessary for every settlement because it determines the shape of an urban environment and serves as a guide to the planning Authority to control or regulate present and future physical development of an area over a specific period of time.

## **WHAT ARE THE ADVANTAGES OF HAVING A MASTER PLAN FOR A CITY?**

The advantages of having a master plan include:

- i. It spells out clearly the present and the future direction of growth of an area.
- ii. It serves as a tool for guiding and regulating development.
- iii. Reduces conflict of interests and tension between land uses and individuals.
- iv. It unifies the goals of the communities and the stakeholders from the onset.

## **WHAT ARE THE DISADVANTAGES OF NOT HAVING A MASTER PLAN?**

A settlement that does not have a master plan risks the following consequences:

- i. Unplanned developments which will lead to the generation of slums, shanties, etc.
- ii. Clash of interests which could lead to violence and crisis.
- iii. The planning authority will find it difficult to control and regulate development in that settlement.

## **WHO IS RESPONSIBLE FOR PREPARING A MASTER PLAN?**

The Town Planner is responsible for the preparation of a master plan in collaboration with other stakeholders such as: other professionals in the built environment, the various communities within the designated environment and civil society organizations.

## **HOW IS THE MASTER PLAN IMPLEMENTED?**

The implementation of master plan is carried out in phases i.e from the takeoff year, to the review period.

## **WHAT IS THE CONSEQUENCES OF VIOLATING A MASTER PLAN?**

When a master plan is violated, it generates the following

- i. Conflict between developers
- ii. Creates inconveniences to users or dwellers
- iii. Generates slums and other degenerated environments.

## **WHAT ARE THE PROCEDURES FOR PREPARING A MASTER PLAN?**

In preparing a master plan, the following procedures are considered.

- i. Decision to develop a master plan which is determined by the need to understanding what the Urban environment needs.
- ii. Generate and build community interest and participation in order to create a new and common vision for the future of the Urban area.
- iii. Develop a clear and solid set of recommendations and implementation strategy.

## **WHAT IS THE ROLE OF JMDB IN THE IMPLEMENTATION OF THE GREATER JOS MASTER PLAN?**

The JMDB is the principal agency to control, regulate and monitor the implementation of the Greater Jos Master Plan by granting approval to all physical developments within the Greater Jos Urban Environment.

## **WHAT IS AN ILLEGAL DEVELOPMENT?**

All physical developments that do not have approval and subsequent certificate for habitation by the JMDB are considered illegal developments.

## **WHERE DOES THE BOARD DERIVED THE POWER TO CARRY OUT DEMOLITION?**

The Board derived the power for demolition from the JMDB establishment edict of 1974, 1982 and provisions of the Nigerian Urban and Regional Planning Law 1992.

## **CAN DEMOLITION BE AVOIDED? IF SO, HOW?**

Demolition can be avoided, if the defaulting developer later complied with the standards and requirements of the JMDB and have submitted building plans and other relevant documents for approval. However, developments on water ways, under high tension, blocking access road, drainage channels and defective and uninhabitable areas shall be removed.

## **WHAT PROCEDURE DOES THE BOARD FOLLOW BEFORE CARRYING OUT DEMOLITION?**

As soon as an illegal development is identified by the Development control unit of the Board, the following steps are followed:

- i. A cessation notice is served, inviting the defaulter to the Board. This notice lasts for 21 days.
- ii. After the expiration of the cessation notice and if there is no compliance by the defaulter, demolition notice shall be served. This notice also lasts for 21 days.
- iii. Explanation for the mark 'X' in red paint:  
when 'X' is marked on a building, it also serves as a stop work notice because: -
  - a. The development is without planning approval or
  - b. The development is not in conformity with approved building plans or
  - c. The building construction is not structurally sound
- e. The plan is not in accordance i.e. if the structure have been found depending to post treat to life and properties. Hence, the developer of any building marked 'X' should therefore submit all the documentary evidence (i.e. R of O or C of O etc) substantiating his claims of ownership over the plot and to ascertaining the regularization of the development if condonable.
- iv. After the expiration of the demolition notice, the Board shall carry out demolition at the cost of the owners.
- v. If a building is considered structurally defective and portends danger to the occupants or the surrounding environment, a demolition notice shall be served on the structure. At this juncture, the Board shall carryout demolition upon expiration of the notice.

## **WHAT HAPPENS AFTER DEMOLITION HAS TAKEN PLACE?**

After demolition has taken place, the following steps are taken;

- i. The defaulter shall refund to the Board the expenses procured during the exercise.
- ii. The site shall be on perpetual surveillance by the Development Control Unit.
- iii. The defaulter must comply with the standard specifications and conditions of the Board before the site will be open for development.



**3. STEP BY STEP GUIDE  
TO BUSINESS  
PREMISES  
REGISTRATION IN  
PLATEAU STATE**



# OVERVIEW

A Business Premise registration allows a commercial entity to operate in a State in Nigeria. A company seeking to do business in Plateau State must register with the desk officer to the Plateau State Ministry of Commerce and Industry in the PS-OSIC located at No. 7 Beach Road, Jos.

## REQUIREMENTS

1. Company Incorporation documents from the Corporate Affairs
2. TIN/Tax Clearance (if available).
3. Business premises registration fee.

# STEPS TO OBTAIN BUSINESS PREMISE CERTIFICATE

**1**

## **STEP ONE:**

Obtain a Self-assessment form (free)

**2**

## **STEP TWO:**

Submit filled self-assessment form

**3**

## **STEP THREE:**

The registration officer will inspect the business premise

**4**

## **STEP FOUR:**

Issue of a demand notice to the applicant

**5**

## **STEP FIVE:**

Pay registration fees at the PSIRS or at the approved banks

**6**

## **STEP SIX:**

If satisfactory, registration officer will issue the applicant with a business premises certificate

# FAQ

## **HOW MUCH DOES IT COST TO OBTAIN A BUSINESS PREMISE CERTIFICATE?**

If the applicant provides all required documents, it takes less than 24 hours to obtain a business premises certificate.

## **ONE IS EXPECTED TO RENEW HIS/HER BUSINESS PREMISE CERTIFICATE?**

on an annual basis.

# OVERVIEW

A cooperative society may be registered as a cooperative society limited, under the Nigerian cooperative societies Act 2004 (As Amended) if the cooperative society has its objectives as to promote the socioeconomic interest of members. The cooperative department under the ministry of commerce and industry in Plateau state is saddled with responsibility of registering, inspection, supervision, and regulating cooperatives societies in the state. This service can be accessed at the PS-OSIC located at No. 7 Beach road.

## REQUIREMENTS

1. A cooperative society may be registered under the Act, if it consists of at least Ten persons each of whom is qualified for membership.
2. A cooperative society may be registered if it Has a specific name and address.

# STEPS TO REGISTERING A COOPERATIVE

## STEP ONE:

Applicant must obtain an application form (free)



1

## STEP TWO:

Obtain a TIN from PSIRS



2

## STEP THREE:

Pay registration fees to any of the approved financial institutions



3

## STEP FOUR:

Submit filled application form, evidence of payment and all other supporting documents to the desk officer of Plateau State Ministry for Commerce and Industry at PS-OSIC



4

## STEP FIVE:

If documents submitted satisfies registration requirements, the cooperative society will be issued with certificate of registration



5



# **4. STEP BY STEP GUIDE TO BUSINESS NAME REGISTRATION WITH SMEDAN**



**Small & Medium  
Enterprises  
Development  
Agency  
Of Nigeria**

# OVERVIEW

SMEDAN was created to help small and medium scale businesses and business owners by providing them the right tools for faster growth.

SMEDAN registration gives you access to government and private sector benefits to help you grow your small or medium scale business faster.

## REQUIREMENTS

1. Bio data of business owner (s).
2. Contact details of the business to be registered.
3. Details on business to be registered

# STEPS TO BUSINESS REGISTRATION WITH SMEDAN

**1**

## **STEP ONE:**

Visit [www.smedan.gov.ng](http://www.smedan.gov.ng) to access registration form (free)

**2**

## **STEP TWO:**

fill out the form by providing the necessary business information.

**3**

## **STEP THREE:**

Provide details about the Business Owner

**4**

## **STEP FOUR:**

Provide a Brief Description of your Company

**5**

## **STEP FIVE:**

Print out certificate for business name registration



# FAQ

## **HOW DO I REGISTER MY BUSINESS WITH SMEDAN?**

Visit the SMEDAN website: <https://smedanregister.ng>, input your business name, phone number, email address and password. Click “Get started “enter the other information about your business e.g. address, nature of business, staff strength etc.

## **WHAT IS THE DIFFERENCE BETWEEN SMEDAN AND CAC?**

In Nigeria CAC's sole responsibility is to administer the Act, including the regulation and supervision of the formation, incorporation, management, and winding up of companies. While SMEDAN gives businesses access to business insurance.

## **WHAT CAN I DO WITH SMEDAN CERTIFICATE?**

- i. SMEDAN can help you facilitate your business and access to finance.
- ii. Stimulate, monitor and coordinate the development of micro, small and medium –sized enterprises (MSMEs).
- iii. Develop and implement policies favorable to the growth of MSMEs.
- iv. Engage in capacity building and help MSMEs get access to credit and others forms of building.

## **HOW CAN I GET SMEDAN BOA LOAN?**

Application for SMEDAN BOA loan will be done online via the portal [www.smedan.gov.ng](http://www.smedan.gov.ng) .

**5. STEP BY STEP GUIDE  
FOR CERTIFICATION  
WITH  
STANDARD ORGANIZATION  
OF NIGERIA**



# OVERVIEW

The Standard Organization of Nigeria(SON) is the Agency saddled with the responsibility of preparation of Standards relating to products, measurements, materials, processes and services amongst others and their promotion at National, Regional and International levels. certification of products, assistance in the production of quality goods and services, improvement of measurement accuracies and circulation of information relating to standards can be done with the desk officer SON at the PS-OSIC, No. 7 Beach Road, Jos.

## REQUIREMENTS

1. Bio data of business owner (s).
2. Contact details of the business to be registered.
3. Details on products to be registered

# STEPS TO REGISTERING A PRODUCT WITH SON

## STEP ONE:

Visit [www.son.gov.ng](http://www.son.gov.ng)

1

## STEP TWO:

On the home page, click e-product registration, then “continue”

2

## STEP THREE:

For a new company registration click on “new account”, enter the RC/Business Number (i.e. RC1234) and a valid email address.

3

## STEP FOUR:

Click “sign up” a six (6) digit password will be sent to your email.

4

## STEP FIVE:

- Go back to the sign in page and enter the RC number, email address a Six (6) digit password.

5

**6**

## STEP SIX:

The next page requires you to fill in the company details. After doing it Click “continue. A payment device will be issued. You may print it and Take it to any bank where an RRR code will be generated to make the Payment

**7**

## STEP SEVEN:

After making the payment ,go back to [www.son.gov.ng](http://www.son.gov.ng) and click on the e- product registration payment details, then follow the input and fill in the required fields.

# FAQ

## **WHAT IS THE VALIDITY PERIOD FOR THE CERTIFICATE?**

One Year

## **How do I know when my certificate is ready?**

SON will contact you

## **IS PRODUCT REGISTRATION CERTIFICATE SAME AS PRODUCT CERTIFICATE?**

No, it is not the same. Product Certificate is associated with SONCAP Certificate, while Product Registration Certificate is issued after the completion of product registration processes

## **WHAT IS LIFE ENDANGERING PRODUCTS?**

The is a product that can have adverse effect on human life if they are not of good quality e.g  
Electric cables, LPG  
Cylinders, Electric bulbs, Engine oil, Tyres etc

## **WHAT IS THE DURATION OF THE REGISTRATION PROCESSES?**

Six weeks from payment to the issuance of Certificate

## **WHAT ARE THE DOCUMENTS REQUIRED BEFORE YOU CAN REGISTER YOUR PRODUCTS?**

- » a. CAC Registration
- » b. Trademark Certificate
- » c. Letter of Authority to distribute the products in Nigeria
- d. Application Form.
- » e. Laboratory Test Result
  - » f. Evidence of payment (TSA receipt)

for more information follow the link below  
[www.son.gov.ng](http://www.son.gov.ng)

# **6. STEP BY STEP GUIDE TO REGISTRATION OF AN EMPLOYER WITH ITF**



# OVERVIEW

The Industrial Training Fund Act (ITFA) came into effect on the 8th of October 1971. The Industrial Training Fund Act has been amended by the Industrial Training Fund (Amendment) Act 2011. The purpose of the Act was to establish a Fund called “The Industrial Training Fund (ITF)” to promote and encourage skill acquisition in industry or commerce in Nigeria, for the purpose of generating a trained manpower sufficient to meet the needs of the economy. ITF seeks to ensure and secure the provision of training for employees or those intending to be employed in industry or commerce and approve courses and facilities provided by employers. ITF insures employers are provided with the adequate training for staff with a view to improve on the skills related to their job.



# REQUIREMENTS

1. A copy of company's Corporate Affairs Commission's certificate of Incorporation
2. Certified true copies of the company's Audited Account
3. A copy of the company's Tax Clearance.

# STEPS TO REGISTRATION OF A NEW EMPLOYER. WITH ITF

**1**

## **STEP ONE:**

A prospective employer is expected to complete ITF Form 7A (Which is available online)

**2**

## **STEP TWO:**

The completed Form 7A is to be submitted to the nearest ITF area office.

**3**

## **STEP THREE:**

The company will be assessed for its liability by the ITF revenue, Inspectorate and Compliance Officers

**4**

## **STEP FOUR:**

The client will then generate RRR through the ITF Pay – portal or Remitta platform

**5**

## **STEP FIVE:**

After generating the RRR, the client will take same to the Bank for payment of Training contribution



**6**

**STEP SIX:**

After payment, the client will bring the printout of payment and duplicate Teller from the Bank to ITF Office. Hard copy of receipt and acknowledgment letter will be issued to the client



**7**

**STEP SEVEN:**

The ITF Area Office will then forward the employer details as contained in the form 7A to Head Quarters' Revenue, Inspectorate and Compliance Department for issuance of ITF National Number.



**8**

**STEP EIGHT:**

The ITF National Number will then be sent to the Area Office for scripting and issuance of Certificate of Compliance



**9**

**STEP NINE:**

A certificate of compliance will be given to the client as evidence of compliance with the ITF Act

# STEPS TO REGISTRATION OF A REGISTERED/ EXISTING EMPLOYER WITH ITF

**1**

## **STEP ONE:**

Already registered employers/companies are expected to complete TF Form 5A (available online)

**2**

## **STEP TWO:**

Submit the completed ITF Form 5A to the Area Office where they are registered for vetting of their liability to the Fund.

**3**

## **STEP THREE:**

Generate RRR on the ITF Pay-Portal or Remitta platform.

**4**

## **STEP FOUR:**

Make payment into ITF Account through Banks

**5**

## **STEP FIVE:**

Submit evidence of payment to the Area Office

**5**

## **STEP SIX:**

The Area Office will then issue Compliance Certificate to the Employer /company

# FAQ

## **WHAT DOES THE NAME ITF STAND FOR?**

Industrial Training Fund

## **WHY IS ITF CALLED THE FUND?**

This is the name stipulated by the Decree No. 47 of 1971 that established it.

## **WHY IS THE HEADQUARTER OF THE ITF IN JOS AND NOT IN LAGOS, PORT HARCOURT OR KANO WHERE THERE IS CONCENTRATION OF INDUSTRIES IN NIGERIA?**

This is to make the presence of the Federal Government felt in Plateau State in an attempt to spread development all over the federation of Nigeria.

## **WHAT IS THE WORK OF THE ITF?**

Capacity building for industries and commerce in the Nigerian economy through manpower training.

## **IS ITF A MONEY LENDING ORGANIZATION?**

No, not at all.

## **HOW DOES THE ITF GRANTS AND REIMBURSEMENT SCHEME WORK?**

The scheme provides that not less than 15% of the total work force in an organization must be trained annually before it is qualified for full reimbursement grant. Any organization that trains its workers with evidences such as course fee receipts, certificates of attendance and receipts of levy paid to the ITF could be entitled to reimbursement.

## **HOW CAN A LEVY CONTRIBUTING ORGANIZATION BENEFIT FROM ITF'S SERVICES?**

Access to advisory and management consulting services of the ITF  
Access to the ITF training facilities and training centers throughout the nation  
Access to the ITF resource persons to implement their training programmes.

# **7. STEP BY STEP GUIDE FOR REGISTERING A PRODUCT WITH NAFDAC**



# OVERVIEW

The National Agency for Food and Drug Administration and Control (NAFDAC) is the agency responsible for regulating and granting permits for the registration of products such as drugs, chemicals, consumable goods, cosmetics, biological, and medical services which are produced in or outside Nigeria. Any company involved in the production, manufacturing, and distribution of food, drugs, semi-processed food and cosmetics must incorporate a company with the Corporate Affairs Commission (CAC) before registering its company product with the desk officer for NAFDAC at PS-OSIC, no. 7 Beach road, Jos.

## REQUIREMENTS

1. A formal written application For product registration directed to the Director (Registration and Regulatory Affairs) stating the
2. name of the manufacturer, brand name, and product.
3. Fill the prescribed NAFDAC Application Form D-REG/001.
4. Evidence of payment of prescribed fees.
5. Certificate of Incorporation of the company
6. The certificate of inspection or recognition issued by NAFDAC
7. Original copy of Power of Attorney from the product manufacturer (if imported)
8. Trademark registered in Nigeria for brand name

# STEPS TO REGISTERING A PRODUCT WITH NAFDAC

## STEP ONE:

Get NAFDAC Registration Form

1

## STEP TWO:

Submit Your Registration And Application Form

2

## STEP THREE:

Submit Samples Of Your Products

3

## STEP FOUR:

Make Necessary Payments

4

## STEP FIVE:

Certificate Collection

5



# FAQ

## **CAN SOME DRUG PRODUCTS BE ENLISTED UNDER THE GLSI SCHEME?**

The scheme is exclusively for conventional foods and cosmetics

## **WHAT FOOD AND COSMETIC PRODUCTS ARE NOT PERMISSIBLE ON THE GLSI SCHEME?**

Products exempted include: already registered products; products on the Federal Government Import Prohibition List (banned products) and products without appropriate proof of fortification.

## **HOW OFTEN CAN I APPLY FOR GLOBAL LISTING OF SUPERMARKET/FAST FOOD ITEMS?**

Once license has been given for a particular list of items, applicant is eligible to apply for Additional Items during the period of validity of the subsisting license.

Note however that, product(s) on the initially approved list cannot be allowed on the new list for additional items.

## **WHAT IS THE CLASS OF TRADEMARK OF HERBAL PRODUCTS?**

Class 5 – Herbal, medicine etc.

## **HOW LONG DOES IT TAKE FOR ADVERTISEMENT APPLICATIONS TO BE PROCESSED?**

It takes a period of 20 working days to process normal application and 7 working days to process applications for administrative approvals provided that there are no lapses or flaws (unsubstantiated claims) that would warrant the issuance of compliance directives to the applicant.