

NEW PRODUCT REGISTRATION & DATA CAPTURE PROCESS

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What you should know

- All documents to be uploaded must be PDF documents and not more than 500KB
- All images should be in JPEG and not more than 500KB
- The Remita payment options, which are **Credit or Debit card, Online Internet Banking, Bank Branch** etc.
- Documents to be uploaded include:
 - Client/Company related document: CAC Certificate of Registration, Notarised Declaration, Registration of Trade Mark, Power of Attorney etc.
 - Product related document: NAFDAC Certificate, Manufacturer details, Packaging information (Image, Label information, Type of package e.g. sachet, bottle, etc.)
 - All existing copies of Product Certification.

Note: Documents listed are based on the current requirement which may change based on NAFDAC regulations without prior notice and may be product specific

What is New Registration and Data Capture about?

The New Registration and Data Capture exercise is necessary to achieve the following objectives:

- To ensure that the information captured under the new registration and data capture processes will form the basis for future product renewal for all existing clients/companies registered by NAFDAC.
- To capture the details of existing NAFDAC approved Products and Companies unto the NAFDAC Automated Product Administration and Monitoring System Database in order to create an authentic and reliable database of all NAFDAC registered products in Nigeria.

Information captured under the process are divided into 2 categories as follows:

1. Client/company information

2. Products information

Both categories require data input and documents upload.

	Information	Documents
Client	RC Number, TIN, Date of Incorporation, Type of Agency, Company Type, Address, Mailing Address, State, Company & Contact Phone, Contact Email, Company Email	Company Verification information (CAC, Power of Attorney, etc.), Approval / Certificate Information, Certificates issued for Products
Product	Approval number, NAFDAC registration number, Certificate number, Issue date, Expiry date, Manufacturer details, Packaging information (Image, Label information, Type of package e.g. sachet, bottle, etc.)	All existing copies of Product Certification

What are the benefits of the process?

The New Registration and Data Capture exercise is beneficial to both NAFDAC and their clients (i.e. companies). Some of the benefits include the following:

- Enables NAFDAC to monitor products registered by a company (vendor).
- Enables companies track and monitor their products all through the registration process.
- Provide easy access to records of a product all through its lifecycle including all changes that may have been approved for the product.
- Multiple online payment options via Remita platform for convenience.
- Prevent the queue of clients at NAFDAC offices.
- Eliminates the need to submit basic documents repeatedly.
- Prevents approval conflict and multiple registration of similar products.

How do I access the New Registration and/or Data Capture Portal?

Click on the NAPAMS link on the NAFDAC website or visit www.napams.org

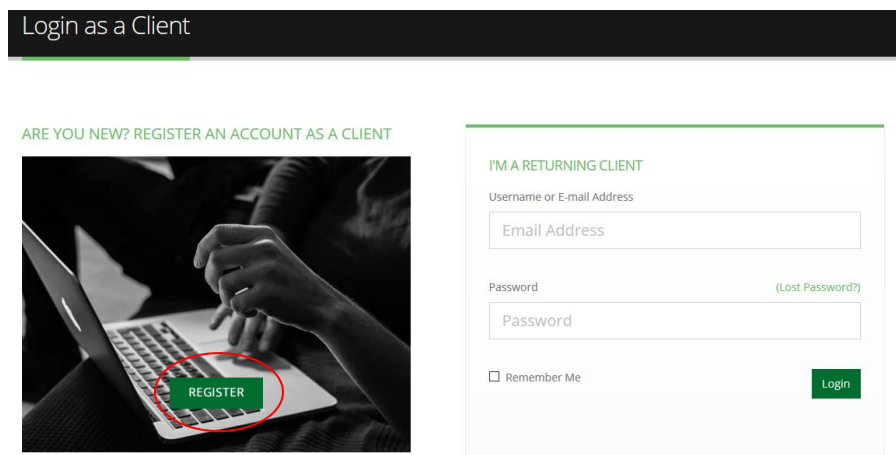
How do I register on the NAPAMS site?

1. On the homepage, click on the **Sign In** link.
2. Select login as a **Client**.

Create an account if you are first time user or log-in with your username and password if you an existing user



3. Click on Register (if you do not have an existing account)



4. Register as a client by filling the **Company Registration Profile** page.

The registration form includes the following fields:

- Company Type: Medium Scale
- Address: No 1 Alagomeji, yaba
- Mailing Address: No 1 Alagomeji, yaba
- State: Lagos
- Confirmation Password: [Redacted]
- Certificate Of Incorporation: (PDF) [Choose File] Letter Head.pdf
- Pharmacist's License to Practise or Receipt of Payment for Renewal (Drug Only): (PDF) [Choose File] Letter Head.pdf
- Current Premises License (Drug Only): (PDF) [Choose File] Letter Head.pdf
- Current Premises License Expiry Date: 2020/11/10

A red circle highlights the **Save** button at the bottom center of the form.

5. Click on **Save** button to proceed to the dashboard.

How do I login to the site?

1. Type your username and password (if you already have an account)
2. Click on Login

The login form is titled "I'M A RETURNING CLIENT" and contains the following elements:

- Username or E-mail Address: evaristus.effa@gmail.com
- Password: [Redacted] (Lost Password?)
- Remember Me:
- Login button

How do I change my password?

1. Click on **Welcome > Change Password**

The dashboard header shows "NAFDAC AUTOMATED PRODUCT ADMINISTRATION AND MONITORING SYSTEM (NAPAMS)". A red circle highlights the user profile menu in the top right corner, which includes:

- My Profile
- Change Password
- Logout

The main dashboard area includes a "NAVIGATION" sidebar with "Dashboard", "Company Profile", and "Add Representatives". A table displays application details:

S/N	Application Number	Product Name	Product Other Name	Applicant Information	Manufacturer Information	Submission Date	View Application Status
1	NF-FD-17422	Alimo Food	Food	Evaristus Effa, 12 Saba			View

2. Click on **Change Password**.
3. Enter Old password, New Password and Confirm New Password in their respective fields and click on *Change Password*.

Change Password |

Old Password
.....

New Password
.....

Confirm New Password
.....

Change Password

4. A confirmation message is displayed.

How to retrieve forgotten password?

1. Go to the Login page
2. Click on *Lost Password?*

I'M A RETURNING CLIENT

Username or E-mail Address

Email Address

*

Password (Lost Password?)

Password

*

Remember Me

Login

3. Enter your email address for notification.

Email

evaristus.ffa@gmail.com

Reset Password

- A confirmation message is displayed.

What Payment options are available?

Payment can be made online using the Remita payment platform with any debit or credit card (including ATM cards), bank branch, Online Internet Banking

Do I have to finish the process in one sitting?

No. The New Registration and/or Data Capture Form has a **Next/Save** button on each page so you can save and continue from where you stopped when next you log-in.

How do I Purchase and Fill a New Registration and/or Data Capture Form?

- Click on the **New Registration Form** link on the navigation panel to select the Application Type.
- Select your product category, product source, sub-category (i.e. Drug, Medical Devices, Cosmetics, Food etc.)

The screenshot displays the NAPAMS (Nafdac Automated Product Administration and Monitoring System) interface. On the left, a 'NAVIGATION' menu lists several options, with 'New Registration Form' circled in red. The main content area shows a form for selecting application details. The 'Application Type' dropdown is set to 'New Product Registrati...'. Below it, there are four dropdown menus for 'Category' (set to 'Food'), 'Product Source' (set to 'Nigerian Products'), 'Sub-Category' (set to 'Bakery Wares'), and another 'Sub-Category' (set to 'Breads and rolls'). A green 'Continue' button at the bottom of the form is also circled in red.

- Click on the **Continue** button to proceed.
- Please note that you can fill a form, pay and submit an application at a time (No multiple form selection).

Products | Create and Edit Products

Product Summary

Product Manufacturer Product Specific/Document Payment

Category Name: **Food** Product Source: **Imported Products**

Form Number:

Product Name: Product Description:

Generic Name: Is Contract Manufactured?

Pack Size: Unit of Measure:

Next

5. Enter the product and manufacturer’s details (Step 1 and 2)

Product Summary

Product **Manufacturer** Product Specific/Document Payment

Category Name: **Food** Product Name: **Dedon Soft Drink**

Form Number: **NF-FD-18427** Product Source: **Imported Products**

Manufacturer Name: Phone Number:

Email Address: Mobile Number:

Contact Address:

Country:

Mailing Address:

State:

Back **Next**

Product Summary

Product > Manufacturer > Product Specific/Document > Payment

✔ Courteville Ltd Successfully Created

Category Name: **Food** Product Name: **Dedon Soft Drink**

Form Number: **NF-FD-18427** Product Source: **Imported Products**

Manufacturer Name: Courteville Ltd Phone Number: 08032384626

Email Address: info@courtevillegroup.com Mobile Number: 08032384626

Contact Address: 38 Commercial Avenue, Sabo, Yaba Country: Nigeria

Mailing Address: 38 Commercial Avenue, Sabo, Yaba State: Lagos

Manufacturer Site Name: Yaba Phone Number: 08028365754

Email: info@courtevillegroup.com Mobile Number: 08028365754

Contact Address: 38 Commercial Avenue, Sabo, Yaba Country: Nigeria

Mailing Address: 38 Commercial Avenue, Sabo, Yaba State: Lagos

Back Next

6. Enter product specific details, upload approval documents and product image (Step 3)

Product Summary

Product > Manufacturer > Product Specific/Document > Payment

Category Name: **Food** Product Name: **Dedon Soft Drink**

Form Number: **NF-FD-18427** Product Source: **Imported Products**

Composition/Ingredient List	Sugar, Water, Fruit Flavour	*Required
Direction for Use	Refreshment	*Required
Packaging Specifications(including pack sizes)	Bottled in 50Cl & 1L	*Required
Recommended Storage and Handling Condition	Store in a cool and dry place.	*Required
Shelf Life	6 months	*Required

Save

Application letter Stating Purpose for product Registration [Optional] [PDF] Application letter Stating Purpose for product Registration [Optional].pdf	<input type="button" value="Browse..."/>	No file selected.
Certificate of Manufacture and Free Sale [PDF] Certificate of Manufacture and Free Sale .pdf	<input type="button" value="Browse..."/>	No file selected.
Colored Artwork/Label of Product [PDF] Colored Artwork_Label of Product .pdf	<input type="button" value="Browse..."/>	No file selected.
Copy of Expiring Registration Certificate/License (For Renewal only) [Optional] [PDF] Copy of Expiring Registration Certificate_License (For Renewal only) [Optional].pdf	<input type="button" value="Browse..."/>	No file selected.
Evidence of Trademark Registration Duly Signed [PDF] Evidence of Trademark Registration Duly Signed.pdf	<input type="button" value="Browse..."/>	No file selected.
Letter of Invitation for GMP Inspection [Optional] [PDF] Letter of Invitation for GMP Inspection [Optional].pdf	<input type="button" value="Browse..."/>	No file selected.
Notarized Declaration of Document by Local Applicant [PDF] Notarized Declaration of Document by Local Applicant.pdf	<input type="button" value="Browse..."/>	No file selected.
Notarized Power of Attorney/ Contract Manufacturing Agreement [PDF] Notarized Power of Attorney_ Contract Manufacturing Agreement.pdf	<input type="button" value="Browse..."/>	No file selected.
Product BackView Image [JPEG] Product BackView Image.JPG	<input type="button" value="Browse..."/>	No file selected.
Product FrontView Image [JPEG] Product FrontView Image.JPG	<input type="button" value="Browse..."/>	No file selected.
Product InnerView Image [JPEG] Product InnerView Image.JPG	<input type="button" value="Browse..."/>	No file selected.
Product SideView Image [JPEG] Product SideView Image.JPG	<input type="button" value="Browse..."/>	No file selected.
Product WholeView Image [JPEG] Product WholeView Image.JPG	<input type="button" value="Browse..."/>	No file selected.

7. Proceed to payment
8. The payment breakdown is displayed.

Product
Manufacturer
Product Specific/Document
Payment

Product Summary

Category Name: Food

Form Number: NF-FD-18427

Product Source: Imported Products

Registration Fee: 250.00

Import Permit: 13,500.00

Total to be paid: 13,750.00

Tax %: 0

Tax %: 0

Make Payment

Payment Options

VISA

Master Card

erve

Remita

Internet Banking

Mobile Wallets

Bank Branches

Powered by Remita

Invoice Generated for Registration

Next

9. Click on '**Make Payment**'
10. The system displays the Remita payment platform.
11. Select the '**payment method**' e.g. card details, online Internet banking, Pay at Bank Branch option etc.
12. Enter your card details.
13. You are automatically redirected to the **Product Summary** page to proceed.
14. Click on **Next**

The screenshot shows a progress bar at the top with steps: Product, Manufacturer, Product Specific/Document, and Payment. The 'Payment' step is highlighted in green. Below the progress bar, the 'Product Summary' section displays the following information:

- Category Name: **Food**
- Form Number: **NF-FD-18427**
- Product Source: **Imported Products**

A large green button reads "Invoice Generated for Registration". Below this, a smaller green button labeled "Next" is circled in red.

15. View, Select Processing Site and Submit the completed form (Step 5)

The screenshot shows the 'Product Summary' page with the following details:

- Category Name: **Food**
- Form Number: **NF-FD-18427**
- Product Name: **Dedon Soft Drink**
- Product Source: **Imported Products**

Below the details, there are two sections with checkboxes:

- DECLARATION** : In compliance with section 5(a) and 5(s) of NAFDAC Act CAP N1 LFN 2004, I hereby declare that the information given above is in accordance with the provisions of the said Act and the relevant Regulations made under it.
- CERTIFICATION** : I hereby certify that the above information is correct to the best of my knowledge and affirm that any false information will render me liable to prosecution.

There is a "NOTES" section with three points (a, b, c) regarding information security and certification requirements. A "View Application" button is present below the notes.

At the bottom, there is a "Select Processing Site:" dropdown menu with "Isolo - Plot 1, Apapa-O" selected. Below the dropdown are two buttons: "Back" and "Submit", with the "Submit" button circled in red.

Pending Applications | Pending Application Forms

Your application has been successfully submitted, a message has been sent to your registered email address.

S/N	Name of Product	Category Name	Product Source Name	Application Number	Fill Form
1	Allimo Food	Food	Nigerian Products	NF-FD-17422	Fill this form
2	Olamide Food	Food	Nigerian Products	NF-FD-17423	Fill this form
3	Eva Food	Food	Nigerian Products	NF-FD-17424	Fill this form
4	Test	Food	Nigerian Products	NF-FD-18425	Fill this form

Page Size : 10 | Records : 4

Note: Always click on Next/Save button in order to be able to continue from where you stop in the event that you log out.

How do I check my Product Status?

1. Click on **Dashboard**
2. Click on **View** (View Application Status) corresponding to the product.

NAVIGATION

- Dashboard
- Company Profile
- Add Representatives
- Pending Application Forms
- Compliance Directive Listing
- Invoice Listing
- Payment Listing
- Import Permit List
- New Registration Form
- Other Application Forms
- My Certificates List

Dashboard |

S/N	Application Number	Product Name	Product Other Name	Applicant Information	Manufacturer Information	Submission Date	View Application Status
1	NF-FD-17422	Allimo Food	Food	Evaristus Effa, 12 Sabo	.		View
2	NF-FD-17423	Olamide Food	Food	Evaristus Effa, 12 Sabo	TOSIN MANU, FJDD[D]		View
3	NF-FD-17424	Eva Food	Food	Evaristus Effa, 12 Sabo	TOSIN MANU, FJDD[D]		View
4	NF-FD-17425	DOO Food	Food	Evaristus Effa, 12 Sabo	TOSIN MANU, FJDD[D]	2018-12-04	View
5	NF-FD-18425	Test	Test	Evaristus Effa, 12 Sabo	testerrrr, 12 Sabo		View
6	NF-FD-18427	Dedon Soft Drink	Dedon	Evaristus Effa, 12 Sabo	Courteville Ltd, 38 Commercial Avenue, Sabo, Yaba	2018-12-06	View
7	NF-PP-18428	Alabokun Drugs	Drugs	Evaristus Effa, 12 Sabo	Eva Drugs, 32 Sabo Yaba	2018-12-06	View
8	NF-CS-18433	Eyes Cosmetics	Cosmetics	Evaristus Effa, 12 Sabo	Tasilms Company, 12 Sabo Yaba		View

Page Size : 10 | Records : 8

DOO FOOD APPLICATION STATUS

Submit application LOO Legal HDU Regulatory/Vetting Officer HOD Laboratory Inspection Report

Approval Meeting Schedule Pre-Meeting Sub Committee Meeting FDRC Meeting Certificate Printing

Status Colours Meaning

- Pending
- Completed
- Current Status

How do I check my Invoice/Payment Status?

1. Click Invoice Listing
2. Click on the Pay link (Pay Invoice) corresponding to the product.
3. Complete the Remita Platform.

Invoice Listing |

S/N	Application Number	Product Name	Payment Type	Amount	Payment Date	Pay Invoice
1	NF-FD-17423	Olamide Food	Application Form Fee	250.00	11/30/2018 11:14:44 AM	Pay
2	NF-FD-17425	DOO Food	Import Permit	13,500.00	11/30/2018 11:14:44 AM	Pay
3	NF-FD-17425	DOO Food	Application Form Fee	250.00	11/30/2018 11:14:44 AM	Pay
4	NF-FD-17425	DOO Food	Certificate	135,000.00	11/30/2018 11:14:44 AM	Pay
5	NF-FD-17425	DOO Food	Processing Fee	907,200.00	11/30/2018 11:14:44 AM	Pay
6	NF-FD-18425	Test	Application Form Fee	250.00	11/30/2018 11:14:44 AM	Pay
7	NF-FD-18427	Dedon Soft Drink	Import Permit	13,500.00	11/30/2018 11:14:44 AM	
8	NF-FD-18427	Dedon Soft Drink	Application Form Fee	250.00	11/30/2018 11:14:44 AM	
9	NF-PP-18428	Alabokun Drugs	Import Permit	13,500.00	11/30/2018 11:14:44 AM	
10	NF-PP-18428	Alabokun Drugs	Application Form Fee	500.00	11/30/2018 11:14:44 AM	Pay

Page Size: 10 | Records: 10

How do I check my Payment Status or Print Receipt?

1. Click on **Payment Listing**
2. A list of the transaction made is displayed along with the **Print Receipt**
3. Select the Application Number you want to view/print.

Payment Listing |

S/N	Application Number	Product Name	Payment Type	Amount	Payment Date	Print Receipt
1	NF-FD-17425	DOO Food	Import Permit	13750.0000	12/4/2018 3:05:27 PM	Print Receipt
2	NF-PP-18428	Alabokun Drugs	Import Permit	14000.0000	12/6/2018 12:38:27 PM	Print Receipt
3	NF-FD-18427	Dedon Soft Drink	Import Permit	13750.0000	12/6/2018 4:20:26 PM	Print Receipt

Page Size: 10 | Records: 3

How do I update my Company Profile?

1. Click on **Company Profile**
2. Edit/Update the details and click on **Update**.

The screenshot shows the 'Company Profile' page with a navigation menu on the left. The 'Company Profile' option is highlighted with a red circle. The main content area contains a form with the following fields and values:

- Applicant Name:** Evaristus Effa
- TIN:** ABC1234
- RC Number:** ACB 57585858
- Date of Incorporation:** 8/1/2013 12:00:00 AM
- Company Type:** Medium Scale
- Address:** 12 Sabo
- Mailing Address:** (empty)
- State:** Lagos
- Company Phone:** 07031585742
- Contact Phone:** 07031585742
- Contact Email:** evaristus.ffa@gmail.com
- Company Email:** evaristus.ffa@gmail.com
- Is Active:**
- Certificate Of Incorporation:** [PDF] (Browse... No file selected.)
- Pharmacist's License to Practise or Receipt of Payment for Renewal(Drug Only):** [PDF] (Browse... No file selected.)
- Pharmacist's License to Practise or Receipt of Payment for Renewal Expiry Date:** (empty)
- Current Premises License (Drug Only):** [PDF] (Browse... No file selected.)
- Current Premises License Expiry Date:** (empty)

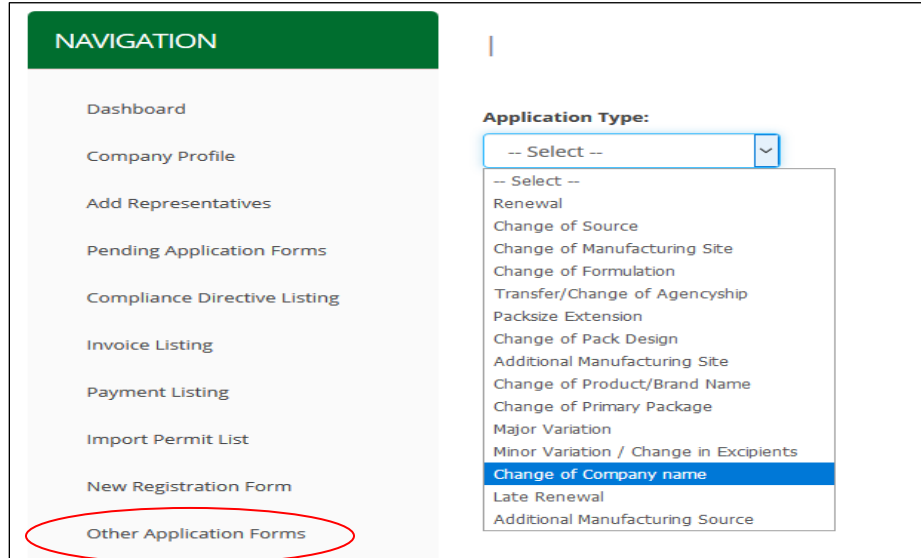
The 'Update' button at the bottom right is circled in red.

An account will be created for you company which would be associated with the regulatory officer(s) that has been created.

How do I change my Company's information?

Company's information that can be changed include name, addresses, email, phone number etc. and cannot be done without NAFDAC approval. The process below explained the process:

1. Go to the **Dashboard**
2. Click on **Other Application Forms**.
3. Proceed with the application and submit.



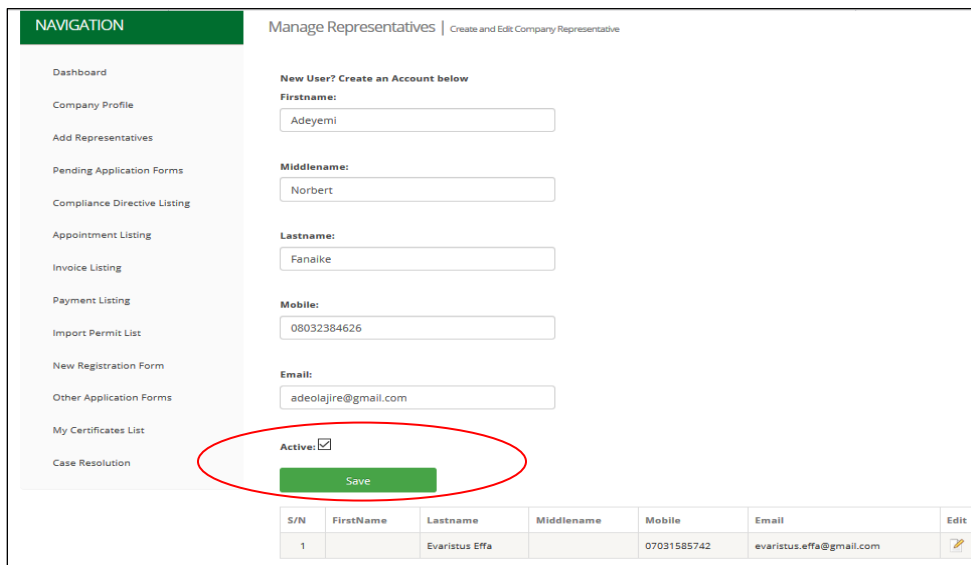
Information such as Date of Incorporation, RC number of a company do not change.

Do I have to create a different account for New Registration and DataCapture?

No, an account is created only once. You just fill and purchase the forms for either New Registration or DataCapture as the case may be.

How do I create a Representative Officer?

1. On the Dashboard, click on the **Add Representatives**.
2. Fill the new company representative and **Save**.
3. You can also edit/activate/deactivate the company representative information.
4. To activate, check the box and to deactivate, uncheck the box.



A confirmation message, notifying of successful creation of the Company Representative is displayed.

The new Representative receives an email notification of his login details

Can a client/or company have more than one Representative?

Yes, log-in with the company account to create more representatives.

How to view pending application form?

1. Go to **Dashboard**,
2. Click on **Pending Application Forms** to view/fill all pending applications that are yet to be submitted.

Dashboard |

S/N	Application Number	Product Name	Product Other Name	Applicant Information	Manufacturer Information	Submission Date	View Application Status
1	NF-FD-17422	Alimo Food	Food	Evaristus Effa, 12 Sabo	.		View
2	NF-FD-17423	Olamide Food	Food	Evaristus Effa, 12 Sabo	TOSIN MANU, FJDDDJ		View
3	NF-FD-17424	Eva Food	Food	Evaristus Effa, 12 Sabo	TOSIN MANU, FJDDDJ		View
4	NF-FD-17425	DOO Food	Food	Evaristus Effa, 12 Sabo	TOSIN MANU, FJDDDJ	2018-12-04	View
5	NF-FD-18425	Test	Test	Evaristus Effa, 12 Sabo	testerrrr, 12 Sabo		View
6	NF-FD-18427	Dedon Soft Drink	Dedon	Evaristus Effa, 12 Sabo	Courteville Ltd, 38 Commercial Avenue, Sabo, Yaba	2018-12-06	View
7	NF-PP-18428	Alabokun Drugs	Drugs	Evaristus Effa, 12 Sabo	Eva Drugs, 32 Sabo Yaba	2018-12-06	View

Page Size: 10 | Records: 7

How to view any Compliance Directive issued by NAFDAC.

1. Go to Dashboard, click on **Compliance Directive Listing**.

Compliance Directives | View/Manage Compliance Directives

S/N	Application Code	Product Name	Compliance Directive	Date	Print
1	NF-FD-18427	Dedon Soft Drink	TradeMark Certificate not duly signed	12/7/2018 11:09:46 AM	RESOLVE

Page Size: 10 | Records: 1

2. Click on the **Resolve** button to address this issue
3. Select **Application Field or Application Document**

Case Resolution | Resolve

Application Field Application Document

Document Values

S/N	Field	Old Value	New Value
1	-- Select		

Save Resolution

4. Select the old value and the new value and if there are any reasons to upload, you can proceed to upload the correct document.
5. Click on **Save Resolution**.

Case Resolution | Resolve

Application Field Application Document

Document Values

S/N	Field	Old Value	New Value
1	Evidence	Evidence of Trademark Registration Duly Signed	Please upload a PDF file here Browse... Test Upload.pdf

Save Resolution

Case

S/N	Field	Old Value	New Value	Date Submitted	Edit
1	Evidence of Trademark Registration Duly Signed				
	Letter of Invitation for GMP Inspection				
	Notarized Declaration of Document by Local Applicant				
	Notarized Power of Attorney/ Contract Manufacturing Agreement				
	Product BackView Image				
	Product FrontView Image				
	Product InnerView Image				
	Product SideView Image				
	Product WholeView Image				

Records : 1

Effect Field Case Resolutions

What should I do after mailing the Product Sample/Dossier to NAFDAC?

1. Go to the Dashboard, click on **Delivery Listing**.
2. Click on the **Upload** (Upload Way Bill) corresponding to the product.

NAVIGATION | Dashboard |

Please, kindly click the upload button on the concerned application

S/N	Application Number	Product Name	Product Other Name	Applicant Information	Manufacturer Information	Submission Date	View Application Status	Upload Way Bill
1	NF-FD-17422	Alimo Food	Food	Evaristus Effa, 12 Sabo	.		View	Upload
2	NF-FD-17423	Olamide Food	Food	Evaristus Effa, 12 Sabo	TOSIN MANU, FJDDJ		View	Upload
3	NF-FD-17424	Eva Food	Food	Evaristus Effa, 12 Sabo	TOSIN MANU, FJDDJ		View	Upload
4	NF-FD-17425	DOO Food	Food	Evaristus Effa, 12 Sabo	TOSIN MANU, FJDDJ	2018-12-04	View	Upload
5	NF-FD-18425	Test	Test	Evaristus Effa, 12 Sabo	testerrrr, 12 Sabo		View	Upload
6	NF-FD-18427	Dedon Soft Drink	Dedon	Evaristus Effa, 12 Sabo	Courteville Ltd, 38 Commercial Avenue, Sabo, Yaba	2018-12-06	View	Upload
7	NF-PP-18428	Alabokun Drugs	Drugs	Evaristus Effa, 12 Sabo	Eva Drugs, 32 Sabo Yaba	2018-12-06	View	Upload
8	NF-CS-18433	Eyes Cosmetics	Cosmetics	Evaristus Effa, 12 Sabo	Taslms Company, 12 Sabo Yaba		View	Upload

Page Size : 10 | Records : 8

3. Fill the fields and **Upload Waybill**.
4. Click on **Save** to submit

NAVIGATION |

Application Number:
NF-FD-18427

Product Name:
Dedon Soft Drink

Date Sent:
2018/12/06

Expected Delivery Date:
2018/12/07

Way Bill: [PDF]
Browse... Test Upload.pdf

Save