NGO CLEARANCE COMPLIANCE FLOW CHART FOR CLEARING HUMANITARIAN/CHARITABLE ITEMS INTO
THE FEDERAL REPUBLIC OF NIGERIA (2021)

CRITICAL NOTICE:

WHO IS ELIGIBLE TO APPLY FOR IMPORT DUTY EXEMPT CERTIFICATE (IDEC) ON CHARITABLE ITEMS?
ONLY legally registered NGOs operating in the Federal Republic of Nigeria are eligible upon obtaining and presenting all necessary certificates. Upon approval the shipment could be exempt of import duty fees but liable for any other additional port and agency processing fees.

WHO IS NOT ELIGIBLE TO APPLY FOR IMPORT DUTY EXEMPT CERTIFICATE (IDEC) ON CHARITABLE ITEMS?
Individuals or corporate organizations importing charitable items into the Federal Republic of Nigeria are NOT eligible to apply for the Import Duty Exempt Certificates (IDEC). The shipment will be subject to import duty fees.

WHEN TO COMMENCE APPLICATION PROCESS?
Shipper must commence application for ALL relevant certificates from ALL relevant regulating MDAs a MINIMUM OF 1 MONTH BEFORE THE CONSIGNMENT IS SHIPPED TO THE FEDERAL REPUBLIC OF NIGERIA.

HOW MANY CLEARANCE CERTIFICATES ARE NEEDED PER CONSIGNMENT?
This is based on the content of the consignment. Kindly see the flow chart below and visit each MDAs official website for more details

LICENCED/ACCREDITED FREIGHT FORWARDERS & CLEARING AGENTS:
1. Visit Association of Nigeria Licensed Customs Agents (ANCLA) website for list of legally accredited companies in the Federal Republic of Nigeria. (HTTPS://WWW.ANLCA.COM.NG/FIND-CUSTOM-AGENTS.HTML)
2. Visit Council For The Regulation Of Freight Forwarding In Nigeria (CRFFN) website for list of legally accredited individuals in the Federal Republic of Nigeria. (WWW.CRFFN.GOV.NG)
STEPS FOR LEGALLY REGISTERED NGOs, UNITED NATIONS SYSTEMS AND INGOS IMPORTING CHARITABLE ITEMS INTO THE FEDERAL REPUBLIC OF NIGERIA:

**Mandatory**
- Shipper must commence application for all relevant certificates at least 1 month before consignment is sent to the Federal Republic of Nigeria.

**Federal Ministry of Finance, Budget, and National Planning**
- Import duty exempt certificate (IDEC) must attach all approved relevant certificates to IDEC application.

**Nigerian Environmental Standards & Regulations Enforcement Agency (NESREA)**
- Used items

**Office of the National Security Adviser (ONSA)**
- End user certificate

**Corporate Affairs Commission**
- Registration

**Central Bank of Nigeria**
- Form M

**Ministry of Finance, Budget, and National Planning**
- Import duty exempt certificate (IDEC)

**Federal Ministry of Finance, Budget, and National Planning**
- Importers must attach all approved relevant certificates to IDEC application.

**Federal Ministry of Health**
- Letter of recommendation

**Ministry of Interior**
- Passport

**Office of the National Security Adviser (ONSA)**
- End user certificates

**Standard Organization of Nigeria (SON)**
- SONCAP certificate

**Ministry of Finance, Budget, and National Planning**
- Import duty exempt certificate (IDEC)

**Ministry of Interior**
- Immigration

**Office of the National Security Adviser (ONSA)**
- End user certificate

**Office of the National Security Adviser (ONSA)**
- End user certificate

**Office of the National Security Adviser (ONSA)**
- End user certificate
STEPS FOR INDIVIDUALS AND CORPORATE ORGANIZATIONS IMPORTING CHARITABLE ITEMS INTO THE FEDERAL REPUBLIC OF NIGERIA:

MANDATORY
SHIPPER MUST COMMENCE APPLICATION FOR ALL RELEVANT CERTIFICATES A MINIMUM OF 1 MONTH BEFORE THE CONSIGNMENT IS SENT TO THE FEDERAL REPUBLIC OF NIGERIA APPLICABLE TO ALL BORDER ENTRIES (LAND, AIR & SEA)

1. BILL OF LADING
2. COMMERCIAL INVOICE
3. PACKING LIST
4. INSURANCE CERTIFICATE
5. PSYCHOSANITARY CERTIFICATE (IF APPLICABLE)

MANDATORY
STANDARD ORGANIZATION OF NIGERIA (SON)
SONCAP CERTIFICATE/IMPORT PERMIT

1. Equipments
2. Clothing
3. Chemicals

SEE OFFICIAL WEBSITE FOR PROCESS AND EXTENDED LIST

MANDATORY
NIGERIAN ENVIRONMENTAL STANDARDS & REGULATIONS ENFORCEMENT AGENCY (NESREA)

1. Used items

SEE EXTENDED LIST ON OFFICIAL WEBSITE IF APPLICABLE

APPLICATION
Mandatory
CORPORATE AFFAIRS COMMISSION
(Registration)

1. Apply through commercial banks

SEE OFFICIAL WEBSITE FOR PROCESS

MANDATORY
CENTRAL BANK OF NIGERIA

1. Equipments
2. Clothing
3. Chemicals

SEE OFFICIAL WEBSITE FOR PROCESS

MANDATORY
FEDERAL MINISTRY OF HEALTH

1. Foods
2. Medication
3. Medical Supplies
4. Medical Devices
5. Cosmetics
6. Chemicals
7. Reagents

SEE EXTENDED LIST ON OFFICIAL WEBSITE

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

1. Foods
2. Medication
3. Medical Supplies
4. Medical Devices
5. Cosmetics
6. Chemicals
7. Reagents

SEE OFFICIAL WEBSITE FOR PROCESS

IF APPLICABLE
OFFICE OF THE NATIONAL SECURITY ADVISER (ONSA)

1. Arms and ammunition
2. Private security equipment
3. Chemicals
4. Ammunition
5. Military hardware
6. Fuels
7. Explosives
8. Cash equipment
9. Armoured vehicles
10. Fertilizer

SEE OFFICIAL WEBSITE FOR PROCESS

IF APPLICABLE
FEDERAL MINISTRY OF HEALTH

1. Foods
2. Medication
3. Medical Supplies
4. Medical Equipment

SEE EXTENDED LIST ON OFFICIAL WEBSITE

JOINT INSPECTION:
MUST PRESENT ALL APPROVED RELEVANT CERTIFICATES REQUIRED FOR INSPECTION AND FINAL CLEARING PROCESS

1. Nigerian Customs Services (NCS)
2. NAFDAC
3. SON
4. NESREA
5. DSS
6. NDLEA
7. NIGERIAN IMMIGRATION
8. PORT POLICE
9. BOMB SQUARD (AIR CARGO)
10. PLANT QUARANTINE (IF APPLICABLE)

SEE NCS OFFICIAL WEBSITE FOR PROCESS

SUPPORTED BY 9TH ASSEMBLY INITIATIVE OF IN PARTNERSHIP WITH