**NGO CLEARANCE COMPLIANCE FLOW CHART FOR CLEARING HUMANITARIAN/CHARITABLE ITEMS INTO THE FEDERAL REPUBLIC OF NIGERIA (2023)**

**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 Certificate (IDEC). The shipment will be subject to import duty fees.

**WHEN TO COMMENCE APPLICATION PROCESS?**

Shippers 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 MDA’s official website for more details.

**LICENSED/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.ANCLA.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 (HTTPS://WWW.CRFFN.GOV.NG)

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**STEPS FOR LEGALLY REGISTERED NGOs, UNITED NATIONS SYSTEMS AND INGOS IMPORTING CHARITABLE ITEMS INTO THE FEDERAL REPUBLIC OF NIGERIA:**

1. BILL OF LADING
2. COMMERCIAL INVOICE
3. PACKING LIST
4. INSURANCE CERTIFICATE
5. PSYCHOSANITARY CERTIFICATE
6. MDAs FOR MANDATORY PROCESS
7. NIGERIAN IMMIGRATION FOR MANDATORY PROCESS
8. PORT POLICE
9. BOMB SQUARD (AIR CARGO)
10. NIGERIAN CUSTOMS SERVICES (NCS)
11. JOINT INSPECTION: (LAND, AIR & SEA)
12. MINISTRY OF FINANCE, BUDGET AND ADMINISTRATION AND CONTROL AGENCY (FINANCE, BUDGET AND ADMINISTRATION FOR PROCESS AND EXTENDED LIST OF DONATED ITEMS BY NGOs)
13. FOOD AND DRUG ENFORCEMENT AGENCY (NIGERIAN FOOD AND DRUG ENFORCEMENT AGENCY (NAFDAC)
14. NDLEA
15. NESREA
16. SON
17. DSS
18. INTERNATIONAL SECURITY ADVISER (INESA)
19. DSS
20. SECURITY ADVISER (INESA)
21. SECURITY ADVISER (INESA)
22. SECURITY ADVISER (INESA)

**STEPS FOR INDIVIDUALS AND CORPORATE ORGANIZATIONS IMPORTING CHARITABLE ITEMS INTO THE FEDERAL REPUBLIC OF NIGERIA:**

1. BILL OF LADING
2. COMMERCIAL INVOICE
3. PACKING LIST
4. INSURANCE CERTIFICATE
5. PSYCHOSANITARY CERTIFICATE
6. MDAs FOR MANDATORY PROCESS
7. NIGERIAN IMMIGRATION FOR MANDATORY PROCESS
8. PORT POLICE
9. BOMB SQUARD (AIR CARGO)
10. NIGERIAN CUSTOMS SERVICES (NCS)
11. JOINT INSPECTION: (LAND, AIR & SEA)
12. MINISTRY OF FINANCE, BUDGET AND ADMINISTRATION AND CONTROL AGENCY (FINANCE, BUDGET AND ADMINISTRATION FOR PROCESS AND EXTENDED LIST OF DONATED ITEMS BY NGOs)
13. FOOD AND DRUG ENFORCEMENT AGENCY (NIGERIAN FOOD AND DRUG ENFORCEMENT AGENCY (NAFDAC)
14. NDLEA
15. NESREA
16. SON
17. DSS
18. INTERNATIONAL SECURITY ADVISER (INESA)
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20. SECURITY ADVISER (INESA)
21. SECURITY ADVISER (INESA)
22. SECURITY ADVISER (INESA)