



How to Obtain a Packaged Water Registration Certificate in Nigeria (Complete NAFDAC Guide)

Description

Starting a **sachet water or bottled water business in Nigeria** can be highly profitable, but legally selling packaged drinking water requires approval from the national regulator: the National Agency for Food and Drug Administration and Control (NAFDAC).

Without this approval, production or sale of packaged water is illegal and may lead to **seizure of products, facility closure, or prosecution**. NAFDAC regulates packaged water to ensure **public health safety, product quality, and hygienic production standards** across Nigeria.

This comprehensive guide explains **how to obtain a Packaged Water Registration Certificate in Nigeria**, including:

- Step-by-step registration process
- Official requirements from NAFDAC guidelines
- Government fees and costs
- Facility inspection requirements

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- Label approval and laboratory analysis
 - Timeline and compliance obligations
 - Frequently asked questions

All procedures in this article are based on **official regulatory guidelines and tariffs issued by NAFDAC**.

What Is a Packaged Water Registration Certificate in Nigeria?

A **Packaged Water Registration Certificate** is the regulatory approval issued by the National Agency for Food and Drug Administration and Control confirming that a **sachet water or bottled water product complies with Nigerian health and safety standards**.

After approval, NAFDAC assigns a **NAFDAC Registration Number**, which must appear on the product label.

The certificate confirms that:

- The **production facility meets Good Manufacturing Practices (GMP)**
- The **water source is safe and potable**
- The **product passes laboratory analysis**
- The **labeling meets NAFDAC standards**

The certificate allows the manufacturer to **produce, distribute, and sell packaged water legally in Nigeria.**

Types of Packaged Water Covered by NAFDAC

Under NAFDAC guidelines for food and water manufacturing, packaged water products fall into two major categories:

Type of Water	Description
Sachet Water	Popularly known as “pure water” packaged in plastic sachets
Bottled Water	Water packaged in PET or glass bottles

Both categories require **separate product registration and certification.**

Legal Authority Regulating Packaged Water in Nigeria

The production and sale of packaged drinking water is regulated by the:

- National Agency for Food and Drug Administration and Control
- NAFDAC Act Cap N1 Laws of the Federation of Nigeria

NAFDAC is responsible for:

- Product registration
- Facility inspection

- Laboratory testing
- Label approval
- Quality assurance monitoring

Any packaged water product **must obtain NAFDAC registration before being sold or distributed in Nigeria.**

Overview of the Packaged Water Registration Process

According to NAFDAC product registration guidelines, the process typically includes the following stages:

1. Company registration
2. Trademark registration
3. Pre-production inspection
4. Application for NAFDAC product registration
5. Facility inspection (GMP)
6. Laboratory analysis of water samples
7. Label vetting and approval

8. Product approval committee review
9. Issuance of NAFDAC registration number and certificate

The process includes **documentation, inspection, laboratory testing, and final regulatory approval.**

Requirements for Packaged Water Registration in Nigeria

Applicants must provide the following documents when applying for NAFDAC product registration.

1. Company Documents

Requirement	Description
CAC Certificate of Incorporation	Proof the company is legally registered
Memorandum & Articles of Association	Applicable for companies
Company address and contact details	Registered business address
Evidence of payment	NAFDAC registration fee payment

NAFDAC requires a **valid company registration certificate before product registration.**

2. Product Documentation

Applicants must submit detailed product information.

Document	Purpose
Product name and brand	Name under which water will be marketed
Trademark registration certificate	Proof brand is legally protected

Document	Purpose
Product label artwork	Label design for regulatory review
Production process description	Water treatment and packaging method
Product formulation	Source of water and purification method

NAFDAC requires that **the product trademark be registered before product approval.**

3. Facility Requirements

NAFDAC mandates strict requirements for water production facilities.

Required Sections in a Water Factory

Facility Area	Function
Cloak room	Staff hygiene preparation
Raw material store	Storage of production inputs
Production section	Water treatment and packaging
Packaging material store	Storage of sachets or bottles
Finished product store	Storage of final products

Facilities must follow **Good Manufacturing Practice (GMP)** guidelines.

Production areas must maintain:

- hygienic environment
- pest control
- proper ventilation
- sanitary drainage systems

Packaged Water Plant Inspection Requirements

Before registration approval, NAFDAC inspectors conduct **facility inspections** to ensure compliance with hygiene and safety standards.

Inspection focuses on:

- water source safety
- production process
- filtration and treatment system
- sanitation standards
- staff hygiene
- equipment condition

Water production facilities must meet **minimum GMP requirements for personnel, materials, equipment and environment.**

NAFDAC Label Requirements for Packaged Water

Before approval, the product label must be reviewed by NAFDAC.

The label must include:

Required Information	Description
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Product name	Clearly displayed
Net volume	Quantity of water
Manufacturer name	Company name
Factory address	Location of production
Batch number	Product traceability
Manufacturing date	Production date
Expiry date	Shelf life
NAFDAC number	Issued after approval

Product labels must **accurately describe the nature of the product and must not mislead consumers.**

Official Cost of Packaged Water Registration in Nigeria

NAFDAC charges official regulatory fees depending on the type of water product.

Registration Fees

Product Type Registration Fee

Sachet Water ₦30,000 + VAT

Bottled Water ₦50,000 + VAT

These fees are specified in NAFDAC's **Guidelines for Registration of Food and Water Manufactured in Nigeria.**

MSME Fee Structure

For small businesses under the MSME scheme, the following charges may apply.

Fee Type	Micro Enterprise Small Scale
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Registration Form	₦2,500	₦2,500
Certificate Fee	₦16,500	₦3,000
Laboratory Analysis	₦5,500	₦27,000
Inspection Fee	₦11,000	₦30,000
Total	₦36,737.50	₦66,775

These MSME tariffs are provided by NAFDAC to support small manufacturers.

Step-by-Step Process to Obtain Packaged Water Registration

Step 1: Register Your Business

First, register your business with the:

- Corporate Affairs Commission

Business structures allowed include:

- Business Name
- Limited Liability Company

The CAC certificate is required before applying to NAFDAC.

Step 2: Register the Product Trademark

The brand name of the water must be registered with the:

- Federal Ministry of Industry, Trade and Investment
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Water products fall under **Trademark Class 32**.

Trademark registration prevents **brand conflicts during NAFDAC registration**.

Step 3: Set Up the Water Production Facility

The factory must comply with NAFDAC facility standards including:

- Borehole water source
- Filtration and purification system
- Hygienic packaging equipment
- Production flow structure

A **pre-production inspection by NAFDAC** is recommended to confirm site suitability.

Step 4: Submit Application for Product Registration

The applicant submits:

- Application letter
- Completed registration forms
- Required documents
- Evidence of fee payment

Applications are submitted to NAFDAC offices.

Step 5: Facility Inspection

NAFDAC inspectors conduct a **Good Manufacturing Practice inspection** of the factory.

They evaluate:

- facility layout
- production equipment
- water source
- sanitation procedures

If deficiencies are found, the applicant must correct them before approval.

Step 6: Laboratory Analysis

NAFDAC collects water samples for testing.

Laboratory analysis confirms:

- microbiological safety
- chemical composition
- absence of harmful contaminants

Only products that pass the analysis proceed to approval.

Step 7: Label Review and Approval

The product label is reviewed to ensure compliance with labeling standards.

Incorrect labels may delay approval.

Step 8: Product Approval Committee Review

After documentation, inspection and testing, the application is reviewed by the **NAFDAC Product Approval Committee**.

Step 9: Issuance of Certificate

If approved, NAFDAC issues:

- **NAFDAC Registration Certificate**
- **NAFDAC Registration Number**

The number must appear on all product packaging.

Timeline for Packaged Water Registration

Typical registration timeline:

Stage	Estimated Time
Documentation preparation	1-2 weeks
Facility inspection	2-3 weeks
Laboratory testing	2-4 weeks
Final approval	2-3 weeks

Overall timeline: **60-90 days depending on compliance.**

Validity and Renewal of NAFDAC Certificate

NAFDAC registration certificates are valid for **five years**.

Manufacturers must apply for renewal before expiration.

Failure to renew may result in:

- withdrawal of approval
- product seizure

Common Reasons Packaged Water Registration Fails

Many applications fail due to avoidable mistakes.

Frequent Compliance Errors

Mistake	Impact
Poor facility hygiene	Inspection failure
Incorrect product label	Approval delays
Unsafe water source	Laboratory failure
Unregistered trademark	Application rejection
Incomplete documentation	Processing delays

Common Misconceptions About NAFDAC Registration

Misconception 1: “NAFDAC registration is optional”

False.

Any packaged water sold without NAFDAC approval is illegal.

Misconception 2: “You can start production while registration is pending”

Incorrect.

NAFDAC approval must be obtained **before commercial distribution**.

Misconception 3: “Small businesses do not need NAFDAC approval”

All packaged water manufacturers must register their products regardless of business size.

Benefits of Obtaining NAFDAC Registration

NAFDAC registration provides several advantages:

Benefit	Explanation
Legal compliance	Avoid regulatory penalties
Consumer trust	NAFDAC number increases credibility

Benefit	Explanation
Market access	Enables nationwide distribution
Product quality assurance	Verified safety standards

Frequently Asked Questions (FAQs)

How much does NAFDAC registration cost for sachet water in Nigeria?

The official registration fee for sachet water is **₦30,000 plus VAT**, according to NAFDAC guidelines.

Additional costs include laboratory analysis and inspection fees.

How long does NAFDAC packaged water registration take?

The full registration process typically takes **60 to 90 days**, depending on inspection and laboratory testing timelines.

Can I register sachet water without a factory?

No.

NAFDAC requires inspection of a **production facility before approval**.

Can I sell water without NAFDAC registration?

No.

Selling packaged water without approval violates Nigerian public health regulations.

What is the difference between sachet water and bottled water registration?

Both follow similar procedures but have **different registration fees and packaging requirements**.

How do I verify a NAFDAC registration number?

Consumers can verify products through the **NAFDAC Greenbook database**.

Final Thoughts

Obtaining a **Packaged Water Registration Certificate in Nigeria** is essential for any entrepreneur planning to manufacture or distribute sachet or bottled water.

The process involves:

- company registration
- facility compliance
- laboratory testing
- product approval by NAFDAC

Although the regulatory process may appear complex, compliance ensures **consumer safety, legal protection, and long-term business sustainability**.

Entrepreneurs who follow NAFDAC guidelines carefully can obtain approval within **two to three months** and operate confidently in Nigeria's highly competitive water industry.

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