

Responsibility of the Shipping Company/Agent

CERTIFICATE OF REGISTRATION AS A SHIPPING COMPANY/AGENT IN NPA - (New Registration/Annual Renewal)

To Obtain Certificate of Registration as a Shipping Company/Agent - (New Registration/Annual Renewal)				
AGENCIES INVOLVED	PROCEDURE	DOCUMENTATION /REQUIREMENTS/ PRE-REQUISITES	TIMELINE	COST INVOLVED
<ul style="list-style-type: none"> NPA CBN Shipping Company / Agent 	<ul style="list-style-type: none"> Shipping Company/Agent submits application to the General Manager Western Ports or the General Manager Eastern Ports Applicant receives debit note and makes payment On confirmation of payment, NPA issues a receipt to the Applicant NPA issues original copy of Certificate of Registration as a Shipping Company/Agent to the Applicant 	<ul style="list-style-type: none"> i. Certificate of Incorporation of company ii. Articles of Memorandum iii. Tax Clearance iv. Bank reference 	Upon confirmation of payment, the certificate is issued within one (1) working hour	<p>New Registration fee is ₦200,000.00 only.</p> <p>Annual Renewal fee is ₦100,000.00 only.</p>
NPA CUSTOMER IDENTIFICATION (ID) NUMBER				
AGENCIES INVOLVED	PROCEDURE	DOCUMENTATION /REQUIREMENTS/ PRE-REQUISITES	TIMELINE	COST INVOLVED
<ul style="list-style-type: none"> NPA Shipping Company/Agent Other NPA Customers 	<ul style="list-style-type: none"> Shipping Company/Agent applies through a mail to e.sen@nigerianports.org Customers who are not Shipping Companies/Agents should apply through the Chief Port Accountant of the Port/Location in which they intend to carry out business with NPA. 	<ul style="list-style-type: none"> i. Certificate of Registration as a Shipping Company/Agent (Shipping Company/Agent only) ii. No document required for other customers intending to carry out business with NPA 	On receipt of request, the ID is issued within three (3) work hours	N / A

MARI TERRAQUE SERVIMUS

NOTICE OF ENTRY OF SHIP (Ship Entry Notice)

AGENCIES INVOLVED	PROCEDURE	DOCUMENTATION /REQUIREMENTS/ PRE-REQUISITES	TIMELINE	COST INVOLVED
Shipping Company/Agent	<ul style="list-style-type: none"> Application is done through the e-SEN application which can be accessed through the URL www.sen.nigerianports.org Registered Shipping Companies/Agents create their company profile on the e-SEN application. (This is a one-time operation) With the NPA Customer ID and Password, logon to (www.sen.nigerianports.org) to apply for the SEN. Fill the SEN application form online and submit Pay for SEN application online <p>Approved Applications The SEN Certificate is generated online and is immediately available to the Shipping Company/Agent that made the application, on their e-SEN home page</p> <p>Declined Applications A Remark stating reason for the decline is immediately available online for the Shipping Company/Agent that made the application. This SEN application may then be reapplied for after fulfilling the conditions.</p> <p>To download User Guide e-SEN application, www.sen.nigerianports.org</p>	<ul style="list-style-type: none"> i. Certificate of Registration as a Shipping Company/Agent ii. NPA Customer Identification Number iii. Company/operational e-mail address iv. IMO Number of Vessel v. ETA and ETD of Vessel vi. Port of call vii. Cargo Tonnage viii. Type of cargo 	Upon approval, the SEN certificate is received within one (1) working hour	Each SEN Application cost ₦1,000.00 only

MARI TERRAQUE SERVIMUS

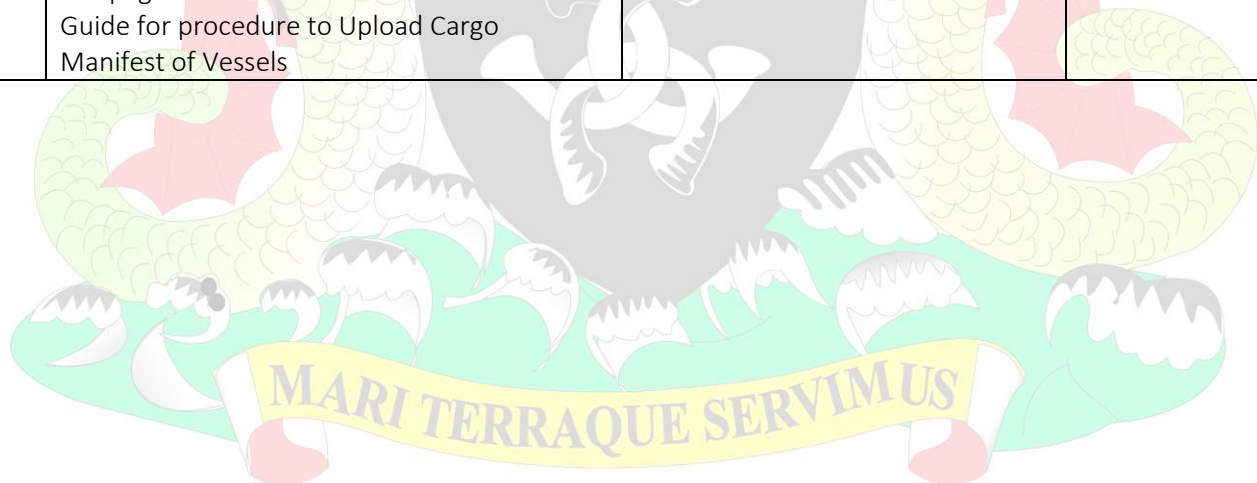


OBTAIN VESSEL ROTATION NUMBER

AGENCIES INVOLVED	PROCEDURE	DOCUMENTATION/REQUIREMENTS/ PRE-REQUISITES	TIMELINE	COST INVOLVED
Nigerian Custom Service (NCS)	Shipping Agents submit required documentation to Nigerian Custom Service (NCS) then the NCS allocates Rotation Number to the voyage	<ul style="list-style-type: none"> i. NPA SEN Certificate ii. Cargo Manifest iii. Stowage Plan iv. Additional/Export Manifest v. Part Discharge Certificate vi. Jetty/Area of call vii. Type of Vessel 	Immediate	N / A

SUBMISSION OF CARGO MANIFEST

Shipping Company/Agent	<p>Upload of Cargo Manifest of Vessel (Import) Shipping Company/Agent to upload the same Cargo Manifest submitted to Nigerian Customs Service (NCS). This is a requirement by NPA for the raising of Provisional Bill for the Vessel</p> <p>See pages 12-16 of NPA Customer Portal User Guide for procedure to Upload Cargo Manifest of Vessels</p>	NPA Customer Identification Number	Immediate	N / A
------------------------	--	------------------------------------	-----------	-------



BERTHING/PILOTAGE/TOWAGE/MOORING

Berthing/Mooring of Vessels				
AGENCIES INVOLVED	PROCEDURE	DOCUMENTATION /REQUIREMENTS/ PRE-REQUISITES	TIMELINE	COST INVOLVED
<ul style="list-style-type: none"> • NPA • Shipping Company / Agent • Terminal Operators 	<ul style="list-style-type: none"> • Vessels declared at the berthing meeting in the Port of call by the Shipping Company or Agent. • Terminal operator stem vessel to berth at the berthing meeting. • Shipping Company or Agent seeks approval to berth vessel from the Port Manager. • The shipping agent makes a booking for the vessel's movement from sea to the berth. • Vessel reports her arrival to the Port Control/Signal Station via VHF Radio 	Approved application to berth the vessel by the Port Manager through the Harbour Master containing <ol style="list-style-type: none"> i. Ship Manifest ii. Ship Entry Notice (SEN) iii. Provisional bill raised iv. Receipt of payment 	Berthing meeting is daily (Weekdays only), duration 1 hour. Port Manager's approval to berth within 10mins of receipt of request. Booking for vessel movement – 5mins	\$125
Pilotage Operation				
NPA	<ul style="list-style-type: none"> • Vessel approved to berth by the Port Manager through the Harbour Master. • Pilot is rostered to the vessel for Pilotage duties. • Pilot establishes contact with vessel, boards the vessel and manoeuvres her safely to berth. • Pilot ensures availability of Tugboats, Pilot Cutters, Mooring launches, Mooring gangs, Tidal and weather conditions for safe berthing of the ship. 	Approved application to berth the vessel by Port Manager through the Harbour Master containing <ol style="list-style-type: none"> i. Provisional bill raised ii. Receipt of Payment iii. Master Declaration iv. Pilotage Chit v. Naval Clearance (Tankers only) 	Duration is subject to length of pilotage / channel, tidal phenomena and weather conditions	Pilotage is a component of Ship Dues (\$1.28) <u>Pilotage</u> In & Out: \$0.112/GRT

Towage Operation

AGENCIES INVOLVED	PROCEDURE	DOCUMENTATION /REQUIREMENTS/ PRE-REQUISITES	TIMELINE	COST INVOLVED
NPA	<ul style="list-style-type: none"> The Harbour Master's office allocates tugboats to Pilot The number of tugboats required for towage operation depends on the ship's characteristics and Master special request 	Approved request to berth by the Port Manager containing <ol style="list-style-type: none"> Provisional bill raised Receipt of Payment Master Declaration Pilotage Chit 	Duration is subject to length of pilotage / channel, tidal phenomena and weather conditions	\$2000/Tug/Move for LOA < 200 \$2500/Tug/Move for LOA > 200

Sailing / Unmooring Operation

NPA	<ul style="list-style-type: none"> Application to the Port Manager for Sailing with all necessary documents attached. Commercial department processes the Ship Sailing Clearance Certificate Confirmation of payment of Provisional Bill by Accounts department Traffic Manager confirms the Tonnage and Clean Operation Port Manager Approves the Certificate to the Harbour Master for Sailing Harbour Master roaster Pilot to sail the vessel Pilot calls for mooring men and tug assistance to sail out the vessel 	Approved request to sail by the Port Manager containing <ol style="list-style-type: none"> Provisional bill raised Receipt of Payment Master Declaration Pilotage Chit NIMASA Clearance Naval Clearance (Tankers Only) 	One (1) Hour for Documentation. Twenty (20) mins for Sailing operation depending on the length of the vessel. Pilotage is subject to length of pilotage / channel, tidal phenomena and weather conditions	\$125
-----	---	--	---	-------



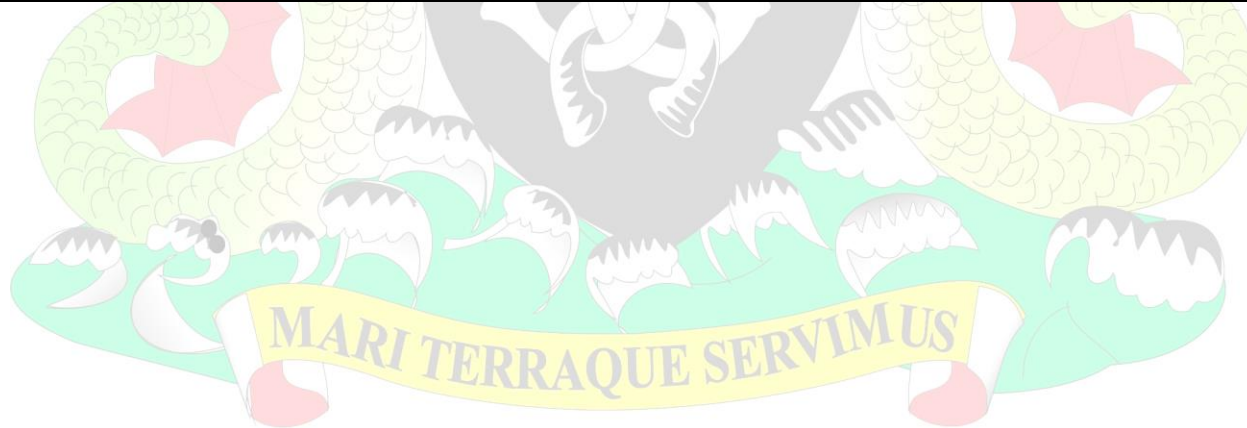
SHIP CLEARANCE (For Operations)

AGENCIES INVOLVED	PROCEDURE	DOCUMENTATION /REQUIREMENTS/ PRE-REQUISITES	TIMELINE	COST INVOLVED
Port Health	<ul style="list-style-type: none"> Port Health is the first government agency that boards vessel on arrival and carries out inspection in line with International Health regulation to ensure that ship and crew are free of communicable diseases. Cleared vessels are issued Free Pratique 	<ol style="list-style-type: none"> Free Pratique Maritime Declaration of Health Crew List and Vaccination List Nil List Port of Call List Provision Store and Narcotic List Ship Sanitation Control/Exemption Certificate Proof of Vaccination 	30mins to 1 hour	N / A
Nigerian Immigration Service (NIS)	<ul style="list-style-type: none"> NIS Officers Board vessel after Port Health has granted Free Pratique Contact Ship's Master - either Ocean-going or Coastal vessel <p>A) Ocean-going Vessel</p> <ul style="list-style-type: none"> Request: NIL List (Concerning Arms, Stowaways, Crew Boys, etc.) Duplicate Crew List Last Port of Call Record Visa (For Passengers) CDC (Seaman's Record Book – IMO Prescribed) Carries out Rummaging (if necessary) <p>B) Coastal Vessel</p> <ul style="list-style-type: none"> Request: 	<ol style="list-style-type: none"> Arrival Clearance Nil List Crew List (In Duplicate) Last Port of Call Clearance Seaman Record Book Departure Clearance 	30mins – 1 hour	N / A

	<ul style="list-style-type: none"> • Passport of Master and Crew • TWP (Temporary Work Permit) • Landing Permit • CDC (Seaman's Record Book – IMO Prescribed) 			
<ul style="list-style-type: none"> • Nigerian Customs Services (NCS - Enforcement) • Number of Boarding Officers varies from 2 to 4 	<ul style="list-style-type: none"> • NCS Enforcement receives Advice from Ship's Agent, notifying of Ship Entry, and receive: • Ship manifest • Crew list • Agent conveys NCS Officers to ship • NCS Boards ship after Port Health. • Demand relevant documents from Ship's Master • Rummage Operation is conducted in: • Engine Room • Captain's Room • Random locations • Issue relevant clearance documents • Seal Bonded Store 	<p>Documents required of Ship's Master:</p> <ol style="list-style-type: none"> Crew List and Nil List Ports of Call List Last port of call clearance Ship's particulars Bonded Store List ISPS Certificate Crew effect Declaration Narcotics List and Provision Store Discharge Stowage Plan (Cargo Summary) Dangerous Goods List <p>Clearance Documents Issued</p> <ol style="list-style-type: none"> Rummage Clearance certificate (C207) Break-bulk approval certificate (C40) Outward Clearance Certificate 	1 hour	N / A
Nigeria Drug Law Enforcement Agency (NDLEA)	<ul style="list-style-type: none"> • NDLEA Officers Board Vessel • Request: ✓ Poison Box/Register ✓ Chemical Monitoring Form ✓ End-User Certificate (for peculiar imports) ✓ Drug and Narcotic List ✓ Diplomatic List 	<p>Issued</p> <ol style="list-style-type: none"> Certificate of Rummaging Poison Box/Register Chemical Monitoring Form End-User Certificate (for peculiar imports) 	30mins	N / A

		<ul style="list-style-type: none"> v. Clearance Certificate vi. Drug and Narcotic List vii. Diplomatic List 		
Nigerian Agricultural Quarantine Service (NAQS)	Things requested for on boarding Import permit; Phytosanitary Certificate (To show that agricultural import is pest free) Export; Inspection and fumigation of agricultural export	Standard Operation Procedure	24 hours	N / A
<ul style="list-style-type: none"> • Nigerian Ports Authority (NPA) • ISPS Code Compliance 	Officers board vessel on arrival to ensure ISPS compliance and make request for; <ul style="list-style-type: none"> - D.O.S (Exchange Declaration of Security) - Last Port of Call record - Ship's validity certificate - Ship security assessment (Search for Stowaways) 	<ul style="list-style-type: none"> i. Designated Authority (DA) Form ii. Last Port of Call record iii. Ship's validity certificate 	15 mins	N / A
<ul style="list-style-type: none"> • Nigerian Ports Authority (NPA) - (IMO/MARPOL Compliance) 	<ul style="list-style-type: none"> • Board Vessel along with ACL Officers (No Joint Boarding) • Check Validity of: <ul style="list-style-type: none"> - IAPP & IOPP Certificates - Sewage Certificate • Disposal of ship solid and liquid wastes (on request) 	<ul style="list-style-type: none"> i. MCI (Marpol Compliance Inspection) ii. IOPP (International Oil Pollution Prevention Certificate) iii. IAPP (International Air Pollution Prevention Certificate) 	45 mins	N / A
Nigerian Maritime Administration and Safety Agency (NIMASA - Port State Control)	Officers of four (4) NIMASA Departments (list below) board ship. <ul style="list-style-type: none"> • Maritime Labour Services • Safety & Environment • Cabotage • Shipping Development. Carry out inspection of 16 areas of the ship in line with Port State and Flag State Checklist Documents required from ship; <ul style="list-style-type: none"> • Ship Particulars 	Issue Inspection Checklist Report jointly endorsed by NIMASA and Ship's Captain	45 mins	N / A

	<ul style="list-style-type: none"> • Crew List • Record of last 10 ports of call • Crew Discharge Book • Medicals 			
<p>Nigerian Ports Authority (NPA)</p> <ul style="list-style-type: none"> - ISPS Code Compliance 	<p>Officers board vessel on arrival to ensure ISPS compliance and make request for;</p> <ul style="list-style-type: none"> • D.O.S (Exchange Declaration of Security) • Last Port of Call record • Ship's validity certificate • Ship security assessment (Search for Stowaways) 	<ul style="list-style-type: none"> i. Designated Authority (DA) Form ii. Last Port of Call record iii. Ship's validity certificate 	15mins	N / A
<p>Nigerian Ports Authority (NPA)</p> <ul style="list-style-type: none"> - (IMO/MARPOL Compliance) 	<ul style="list-style-type: none"> • Board Vessel along with ACL Officers (No Joint Boarding) • Check Validity of: <ul style="list-style-type: none"> ✓ IAPP Certificate ✓ IOPP Certificate ✓ Sewage Certificate • Disposal of ship solid and liquid wastes (on request) 	<ul style="list-style-type: none"> i. MCI (Marpol Compliance Inspection) ii. IOPP (International Oil Pollution Prevention Certificate) iii. IAPP (International Air Pollution Prevention Certificate) 	45mins	N/A
<p>Department of State Services (DSS)</p>	<p>Demand for;</p> <ul style="list-style-type: none"> • Crew List and Crew Personal Effect List • Port of Call List • Nil List • Cargo Manifest for IMDG cargo 	<ul style="list-style-type: none"> i. Crew List ii. Port of Call List iii. Nil List iv. Crew Personal Effect List v. Cargo Manifest 	30mins	N/A



Responsibility of Terminal Operators

STEVEDORING OPERATIONS				
AGENCIES INVOLVED	PROCEDURE	DOCUMENTATION /REQUIREMENTS/ PRE-REQUISITES	TIMELINE	COST INVOLVED
Stevedores Dockworkers Cargo Surveyors (NPA)	<p>Stevedoring Operations – Discharge of Vessel for Import For Import operations, Terminal Operators require from the Shipping Company/Agent the following documents;</p> <ul style="list-style-type: none"> • Cargo Manifest • Stowage Plan • Discharge List • Loading List. <p>These documents are forwarded to the Stevedore who contracts Dock Labour for Discharge and Loading Operations on the Vessel.</p> <p>Stevedoring Operations – Loading of Vessel for Export For Export operations, the Terminal Operator requires the following documents;</p> <ul style="list-style-type: none"> • Export Approval from Nigerian Customs Service • Shipping Note from the Exporter or his Agent • Notice of Entry of Goods into the Terminal from the Exporter. <p>Dock Labour contracted by the Stevedore, carry out Discharge/Loading Operations on the Vessel and produces <i>Tally Records</i> at the end of each Operation. <i>Cargo Surveyors</i> then verifies cargo volume by volumetric calculations and the Tally Records, after which a <i>Cargo Survey Report</i> is produced for NPA for both Discharge and Loading operations.</p>	i. Cargo Manifest of Vessel ii. Stowage Plan iii. Discharge List iv. Loading List v. Labour Manning Scheme vi. Tally Records vii. Cargo Survey Report	Until Vessel Completion of Discharge and Loading	As approved by NIMASA

TERMINAL HANDLING

AGENCIES INVOLVED	PROCEDURE	DOCUMENTATION /REQUIREMENTS/ PRE-REQUISITES	TIMELINE	COST INVOLVED
<ul style="list-style-type: none"> ▪ Terminal Operators ▪ NCS ▪ Shipping Company/Agent ▪ Stevedore 	<p>For Terminal Handling (Import)</p> <p>Receipts After completion of Stevedore operations, Terminal Operator receives from the Shipping Company/Agent and Stevedore the following documents;</p> <ul style="list-style-type: none"> i. Cargo Discharge List ii. Landing Tally Records <p>Storage Terminal Operator receives from the Stevedore the following documents;</p> <ul style="list-style-type: none"> i. Discharge Tally Records ii. Transfer Tally Records <p>Terminal Operator creates Shed/Stacking plan, which precedes the actual storage/stacking of import cargo to the shed/stacking areas.</p> <p>Examination See EXAMINATIONS below</p> <p>Transfers Terminal Operator makes a request to the Nigerian Customs Service (NCS) for Transfer of goods to <i>Bonded Terminal/Warehouse</i> based on request made by the Consignee</p> <p>Delivery Refer to Terminal Operator website</p>	<ul style="list-style-type: none"> i. Cargo Manifest of Vessel ii. Discharge Tally Records iii. Transfer Tally Records iv. Terminal/Shed Staking Record/Plan v. NCS Transit Approval 	<p>Refer to Terminal Operator website</p>	<p>Refer to Terminal Operator website</p>



EXAMINATIONS

AGENCIES INVOLVED	PROCEDURE	DOCUMENTATION /REQUIREMENTS/ PRE-REQUISITES	TIMELINE	COST INVOLVED
<p>NCS NDLEA DSS NPF</p> <p>On Invitation SON NAFDAC NAQS</p>	<ul style="list-style-type: none"> i. Consignee’s Clearing Agent applies to NCS for Customs Examination ii. Approved application is sent to Port terminal indicating date and time of examination. Other relevant Agencies are notified. iii. Terminal Operator positions cargo for examination iv. Customs coordinate examination, jointly witnessed by other Agencies <p>NCS units involved in Cargo Examination (Imports) include;</p> <ul style="list-style-type: none"> i. Enforcement Unit ii. Valuation Unit iii. Customs Intelligence Unit (CIU) iv. Comptroller General Unit (CGU) v. Zonal Command vi. Federal Operations Unit (FOU) <p>Cargo under the yellow (fast track) and green (documentary release) lanes are not subject to physical examination in the terminal.</p> <p>Nigerian Police Force (NPF) units involved in Cargo Examination include;</p> <ul style="list-style-type: none"> i. Divisional Police Officer Formation ii. Port CID Formation iii. Monitoring Formation iv. Area Command Formation v. Operations Formation vi. AIG Maritime Formation vii. Police Anti Bomb Squad Formation 	<p>NCS clearance.</p>	<p>16 days</p>	<p>N/A</p>