

## IMPORT

### Responsibility of the Shipping Company/Agent

AGENCIES INVOLVED	PROCEDURE	DOCUMENTATION/REQUIREMENTS/ PRE-REQUISITES	TIMELINE	COST INVOLVED
<b>CERTIFICATE OF REGISTRATION AS A SHIPPING COMPANY/AGENT IN NPA - (New Registration/Annual Renewal)</b>				
NPA, CBN, Shipping Company/Agent	<p><b><u>To Obtain Certificate of Registration as a Shipping Company/Agent - (New Registration/Annual Renewal)</u></b></p> <ol style="list-style-type: none"> <li>Shipping Company/Agent submits application for Certificate of Registration as a Shipping Company/Agent to the General Manager Western Ports or the General Manager Eastern Ports. Copies of required documents are to be attached.</li> <li>NPA raises Debit Notes for approved applications. (A <a href="#">Remita Retrieval Reference (RRR) Number</a> is generated and stamped on the Debit Note)</li> <li>Applicant receives debit note and makes payment either at bank or online (<a href="http://www.remita.net">www.remita.net</a>) using the RRR Number to reference the Debit Note raised.</li> <li>On confirmation of payment, NPA issues a receipt to the Applicant.</li> <li>NPA issues original copy of Certificate of Registration as a Shipping Company/Agent to the Applicant.</li> </ol>	<ol style="list-style-type: none"> <li>Certificate of Incorporation of company</li> <li>Articles of Memorandum</li> <li>Tax Clearance</li> <li>Bank reference</li> </ol>	On confirmation of payment from the bank, original copy of Certificate of Registration as a Shipping Company/Agent is issued to the Applicant within one (1) work hour.	<p>New Registration fee is ₦200,000.00 only.</p> <p>Annual Renewal fee is ₦100,000.00 only.</p>
<b>NPA CUSTOMER IDENTIFICATION (ID) NUMBER</b>				
NPA, Shipping Company/Agent, Other NPA Customers	<p><b><u>To obtain NPA Customer Identification (ID) Number</u></b></p> <p>Shipping Company/Agent apply for <a href="mailto:e.sen@nigerianports.org">NPA Customer ID</a> number through a mail to <a href="mailto:e.sen@nigerianports.org">e.sen@nigerianports.org</a> with scanned copy of Certificate of Registration as a Shipping Company/Agent.</p> <p>Customers who are not Shipping Companies/Agents apply for <a href="#">NPA Customer ID</a> number through the Chief Port Accountant of the Port/ Location in which they intend to carry out business with NPA.</p>	<ol style="list-style-type: none"> <li>Certificate of Registration as a Shipping Company/Agent (Shipping Company/Agent only)</li> <li>No document required for other customers intending to carry out business with NPA</li> </ol>	On receipt of request, NPA Customer ID is issued within three (3) work hours.	N/A

AGENCIES INVOLVED	<u>PROCEDURE</u>	DOCUMENTATION/REQUIREMENTS/ PRE-REQUISITES	TIMELINE	COST INVOLVED
<b>NOTICE OF ENTRY OF SHIP (Ship Entry Notice)</b>				
Shipping Company/Agent	<p><b>To obtain the Ship Entry Notice (SEN) from NPA</b></p> <ol style="list-style-type: none"> <li>Application for SEN is made online through the e-SEN application (a web-based application accessed through the URL <a href="http://www.sen.nigerianports.org">www.sen.nigerianports.org</a>).</li> <li>Registered Shipping Company/Agent <a href="#">create their company profile</a> on the e-SEN application. This is a one-time operation.</li> <li>With the NPA Customer ID and Password, logon to the application (<a href="http://www.sen.nigerianports.org">www.sen.nigerianports.org</a>) to apply for SEN.</li> <li>Fill the SEN application form online and submit.</li> <li>Pay for SEN application online</li> </ol> <p>The e-SEN application receives payment confirmation, in real-time, immediately payment is made. The application is then available for processing at the back-end. The application is then checked for correctness and either approved or declined by NPA.</p> <p><b>Approved Applications</b> For SEN applications <b>approved</b>, the SEN Certificate is generated online and is immediately available to the Shipping Company/Agent that made the application, online on their e-SEN home page.</p> <p><b>Declined Applications</b> For SEN applications <b>declined</b>, 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, <a href="http://www.sen.nigerianports.org">www.sen.nigerianports.org</a></p>	<ol style="list-style-type: none"> <li>Certificate of Registration as a Shipping Company/Agent</li> <li>NPA Customer Identification Number</li> <li>Company/operational e-mail address</li> <li>IMO Number of Vessel</li> <li>ETA and ETD of Vessel</li> <li>Port of call</li> <li>Cargo Tonnage</li> <li>Type of cargo</li> </ol>	For approved SEN applications, the SEN certificate is received within one (1) work hour.	Each SEN Application cost ₦1,000.00 only.

AGENCIES INVOLVED	PROCEDURE	DOCUMENTATION/REQUIREMENTS/ PRE-REQUISITES	TIMELINE	COST INVOLVED
<b>OBTAIN VESSEL ROTATION NUMBER FROM CUSTOMS</b>				
Nigerian Custom Service (NCS)	Shipping Agents submits required documentation to Nigerian Custom Service NCS allocates Rotation Number to the voyage	<ul style="list-style-type: none"> <li>i. NPA SEN Certificate</li> <li>ii. Cargo Manifest</li> <li>iii. Stowage Plan</li> <li>iv. Additional/Export Manifest</li> <li>v. Part Discharge Certificate</li> <li>vi. Jetty/Area of call</li> <li>vii. Type of Vessel</li> </ul>	Immediate	N/A
<b>SUBMISSION OF CARGO MANIFEST</b>				
Shipping Company/Agent	<p><b><u>Upload of Cargo Manifest of Vessel (Import)</u></b></p> <p>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 <a href="#">Provisional Bill</a> for the Vessel.</p> <p>See pages 12-16 of <a href="#">NPA Customer Portal User Guide</a> for procedure to Upload Cargo Manifest of Vessels</p>	NPA Customer Identification Number	Immediate	N/A

## Responsibility of Nigerian Ports Authority/Other Government Agencies

<b>BERTHING/PILOTAGE/TOWAGE/MOORING</b>				
NPA Shipping Company/Agent Terminal Operators	<b><u>Berthing/Mooring of Vessels</u></b> <ul style="list-style-type: none"> <li>Vessels declared at the <a href="#">berthing meeting</a> by the Shipping Company or Agent.</li> <li>Terminal operator stem vessel to berth at the berthing meeting.</li> <li>Shipping Company or Agent seeks approval to berth vessel from the Port Manager.</li> <li>The shipping agent makes a booking for the vessel's movement from sea to the berth.</li> <li>Vessel reports her arrival to the Port Control/Signal Station via VHF Radio.</li> </ul>	Approved application to berth the vessel by the Port Manager through the Harbour Master containing <ol style="list-style-type: none"> <li>Ship Manifest</li> <li>Ship Entry Notice (SEN)</li> <li>Provisional bill raised</li> <li>Receipt of Payment</li> </ol>	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	<u>Berthage/ Mooring</u> In: \$125

AGENCIES INVOLVED	<b><u>PROCEDURE</u></b>	DOCUMENTATION/REQUIREMENTS/ PRE-REQUISITES	TIMELINE	COST INVOLVED
NPA	<b><u>Pilotage Operations</u></b> <ul style="list-style-type: none"> <li>Vessel approved to berth by the Port Manager through the Harbour Master.</li> <li>Pilot is rostered to the vessel for Pilotage duties.</li> <li>Pilot establishes contact with vessel, proceed to sea, board the vessel and manoeuvre her safely to berth.</li> <li>Pilot ensures availability of Tugboats, Pilot Cutters, Mooring launches, Mooring gangs, Tidal and weather conditions for safe berthing of the ship.</li> </ul>	Approved application to berth the vessel by Port Manager through the Harbour Master containing <ol style="list-style-type: none"> <li>Provisional bill raised</li> <li>Receipt of Payment</li> <li>Master Declaration</li> <li>Pilotage Chit</li> <li>Naval Clearance (Tankers only)</li> </ol>	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
NPA	<b><u>Towage Operations</u></b> <ul style="list-style-type: none"> <li>The Harbour Master's office allocates tugboats to Pilot</li> <li>The number of tugboats required for towage operation depends on the ship's characteristics and Master special request.</li> </ul>	Approved request to berth by the Port Manager containing <ol style="list-style-type: none"> <li>Provisional bill raised</li> <li>Receipt of Payment</li> <li>Master Declaration</li> <li>Pilotage Chit</li> </ol>	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
NPA	<b><u>Sailing/Unmooring Operations</u></b> <ul style="list-style-type: none"> <li>Application to the Port Manager for Sailing with all necessary documents attached.</li> <li>Commercial department processes the Ship Sailing Clearance Certificate</li> <li>Confirmation of payment of Provisional Bill by Accounts department</li> <li>Traffic Manager confirms the Tonnage and Clean Operation</li> <li>Port Manager Approves the Certificate to the Harbour Master for Sailing</li> </ul>	Approved request to sail by the Port Manager containing <ol style="list-style-type: none"> <li>Provisional bill raised</li> <li>Receipt of Payment</li> <li>Master Declaration</li> <li>Pilotage Chit</li> </ol>	One (1) Hour for Documentation. Twenty (20) mins for Sailing operation depending on the length of the vessel. Pilotage is subject to length of	<u>Sailing/Unmooring</u> Out: \$125

	<ul style="list-style-type: none"> <li>• Harbour Master roaster Pilot to sail the vessel</li> <li>• Pilot calls for mooring men and tug assistance to sail out the vessel.</li> </ul>	v. NIMASA Clearance vi. Naval Clearance (Tankers Only)	pilotage/channel, tidal phenomena and weather conditions	
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AGENCIES INVOLVED	PROCEDURE	DOCUMENTATION/REQUIREMENTS/ PRE-REQUISITES	TIMELINE	COST INVOLVED
<b>SHIP CLEARANCE (For Operations)</b>				
Port Health	<ul style="list-style-type: none"> <li>- 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.</li> <li>- Cleared vessels are issued Free Pratique</li> </ul>	<ul style="list-style-type: none"> <li>- Free Pratique</li> <li>- Maritime Declaration of Health</li> <li>- Crew List and Vaccination List</li> <li>- Nil List</li> <li>- Port of Call List</li> <li>- Provision Store and Narcotic List</li> <li>- Ship Sanitation Control/Exemption Certificate</li> <li>- Proof of Vaccination</li> </ul>	30mins – 1 hour	N/A
Nigerian Immigration Service (NIS)	<ul style="list-style-type: none"> <li>- NIS Officers Board vessel after Port Health has granted Free Pratique</li> <li>- Contact Ship's Master - either Ocean-going or Coastal vessel</li> </ul> <p><b>A) Ocean-going Vessel</b></p> <ul style="list-style-type: none"> <li>- Request: <ul style="list-style-type: none"> <li>✓ NIL List (Concerning Arms, Stowaways, Crew Boys, etc.)</li> <li>✓ Duplicate Crew List</li> <li>✓ Last Port of Call Record</li> <li>✓ Visa (For Passengers)</li> <li>✓ CDC (Seaman's Record Book – IMO Prescribed)</li> </ul> </li> <li>- Carries out Rummaging (if necessary)</li> </ul> <p><b>B) Coastal Vessel</b></p> <ul style="list-style-type: none"> <li>- Request: <ul style="list-style-type: none"> <li>✓ Passport of Master and Crew</li> <li>✓ TWP (Temporary Work Permit)</li> <li>✓ Landing Permit</li> </ul> </li> <li>CDC (Seaman's Record Book – IMO Prescribed)</li> </ul>	<p><b>Issued</b></p> <ul style="list-style-type: none"> <li>- Arrival Clearance</li> <li>- Nil List</li> <li>- Crew List (In Duplicate)</li> <li>- Last Port of Call Clearance</li> <li>- Seaman Record Book</li> <li>- Departure Clearance</li> </ul>	30mins – 1 hour	N/A

AGENCIES INVOLVED	PROCEDURE	DOCUMENTATION/REQUIREMENTS/ PRE-REQUISITES	TIMELINE	COST INVOLVED
<b>SHIP CLEARANCE (For Operations)</b>				
Nigerian Customs Services (NCS - Enforcement) Number of Boarding Officers varies from 2 to 4.	<ul style="list-style-type: none"> <li>- NCS Enforcement receives Advice from Ship's Agent, notifying of Ship Entry, and receive:               <ul style="list-style-type: none"> <li>✓ Ship manifest</li> <li>✓ Crew list</li> </ul> </li> <li>- Agent conveys NCS Officers to ship</li> <li>- NCS Boards ship after Port Health.</li> <li>- Demand relevant documents from Ship's Master</li> <li>- Rummage Operation is conducted in:               <ul style="list-style-type: none"> <li>✓ Engine Room</li> <li>✓ Captain's Room</li> <li>✓ Random locations</li> </ul> </li> <li>- Issue relevant clearance documents</li> <li>- Seal Bonded Store</li> </ul>	<p><b>Documents required of Ship's Master:</b></p> <ul style="list-style-type: none"> <li>✓ Crew List and Nil List</li> <li>✓ Ports of Call List</li> <li>✓ Last port of call clearance</li> <li>✓ Ship's particulars</li> <li>✓ Bonded Store List</li> <li>✓ ISPS Certificate</li> <li>✓ Crew effect Declaration</li> <li>✓ Narcotics List and Provision Store</li> <li>✓ Discharge Stowage Plan (Cargo Summary)</li> <li>✓ Dangerous Goods List</li> </ul> <p><b>Clearance Documents Issued</b></p> <ul style="list-style-type: none"> <li>- Rummage Clearance certificate (C207)</li> <li>- Break-bulk approval certificate (C40)</li> <li>- Outward Clearance Certificate</li> </ul>	1 hour	N/A

AGENCIES INVOLVED	PROCEDURE	DOCUMENTATION/REQUIREMENTS/ PRE-REQUISITES	TIMELINE	COST INVOLVED
<b>SHIP CLEARANCE (For Operations) Cont'd</b>				
Nigeria Drug Law Enforcement Agency (NDLEA)	<ul style="list-style-type: none"> <li>- NDLEA Officers Board Vessel</li> <li>- <b>Request:</b> <ul style="list-style-type: none"> <li>✓ Poison Box/Register</li> <li>✓ Chemical Monitoring Form</li> <li>✓ End-User Certificate (for peculiar imports)</li> <li>✓ Drug and Narcotic List</li> <li>✓ Diplomatic List</li> </ul> </li> </ul>	<b>Issued</b> <ul style="list-style-type: none"> <li>- Certificate of Rummaging</li> <li>- Poison Box/Register</li> <li>- Chemical Monitoring Form</li> <li>- End-User Certificate (for peculiar imports)</li> <li>- Clearance Certificate</li> <li>- Drug and Narcotic List</li> <li>- Diplomatic List</li> </ul>	30mins	N/A
Nigerian Agricultural Quarantine Service (NAQS)	<u>Import – Things requested for on boarding</u> Import permit Phytosanitary Certificate (To show that agricultural import is pest free) Export Inspection and fumigation of agricultural export	<ul style="list-style-type: none"> <li>- Standard Operation Procedure attached</li> </ul>	24 hours.	N/A
Nigerian Ports Authority (NPA) - ISPS Code Compliance	<ul style="list-style-type: none"> <li>- Officers board vessel on arrival to ensure ISPS compliance and make request for; <ul style="list-style-type: none"> <li>✓ D.O.S (Exchange Declaration of Security)</li> <li>✓ Last Port of Call record</li> <li>✓ Ship's validity certificate</li> <li>✓ Ship security assessment (Search for Stowaways)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Designated Authority (DA) Form</li> <li>- Last Port of Call record</li> <li>- Ship's validity certificate</li> </ul>	15mins	N/A
Nigerian Ports Authority (NPA) - (IMO/MARPOL Compliance)	<ul style="list-style-type: none"> <li>- Board Vessel along with ACL Officers (No Joint Boarding)</li> <li>- Check Validity of: <ul style="list-style-type: none"> <li>✓ IAPP &amp; IOPP Certificates</li> <li>✓ Sewage Certificate</li> </ul> </li> <li>- Disposal of ship solid and liquid wastes (on request)</li> </ul>	<ul style="list-style-type: none"> <li>- MCI (Marpol Compliance Inspection)</li> <li>- IOPP (International Oil Pollution Prevention Certificate)</li> <li>- IAPP (International Air Pollution Prevention Certificate)</li> </ul>	45mins	N/A

AGENCIES INVOLVED	PROCEDURE	DOCUMENTATION/REQUIREMENTS/ PRE-REQUISITES	TIMELINE	COST INVOLVED
Nigerian Maritime Administration and Safety Agency (NIMASA - Port State Control)	<ul style="list-style-type: none"> <li>- <u>Officers of four (4) NIMASA Departments (list below) board ship.</u> <ul style="list-style-type: none"> <li>✓ Maritime Labour Services</li> <li>✓ Safety &amp; Environment</li> <li>✓ Cabotage</li> <li>✓ Shipping Development.</li> </ul> </li> <li>- <u>Carry out inspection of 16 areas of the ship in line with Port State and Flag State Checklist</u></li> <li>- <u>Documents required from ship:</u> <ul style="list-style-type: none"> <li>✓ Ship Particulars</li> <li>✓ Crew List</li> <li>✓ Record of last 10 ports of call</li> <li>✓ Crew Discharge Book</li> <li>✓ Medicals</li> </ul> </li> </ul>	Issue Inspection Checklist Report jointly endorsed by NIMASA and Ship's Captain.	45 minutes	Nil
Nigerian Ports Authority (NPA) - ISPS Code Compliance	<ul style="list-style-type: none"> <li>- Officers board vessel on arrival to ensure ISPS compliance and make request for;               <ul style="list-style-type: none"> <li>✓ D.O.S (Exchange Declaration of Security)</li> <li>✓ Last Port of Call record</li> <li>✓ Ship's validity certificate</li> <li>✓ Ship security assessment (Search for Stowaways)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Designated Authority (DA) Form</li> <li>- Last Port of Call record</li> <li>- Ship's validity certificate</li> </ul>	15mins	N/A



AGENCIES INVOLVED	PROCEDURE	DOCUMENTATION/REQUIREMENTS/ PRE-REQUISITES	TIMELINE	COST INVOLVED
<b>SHIP CLEARANCE (For Operations) cont'd.</b>				
Nigerian Ports Authority (NPA) - (IMO/MARPOL Compliance)	<ul style="list-style-type: none"> <li>- Board Vessel along with ACL Officers (No Joint Boarding)</li> <li>- Check Validity of: <ul style="list-style-type: none"> <li>✓ IAPP Certificate</li> <li>✓ IOPP Certificate</li> <li>✓ Sewage Certificate</li> </ul> </li> <li>- Disposal of ship solid and liquid wastes (on request)</li> </ul>	<ul style="list-style-type: none"> <li>- MCI (Marpol Compliance Inspection)</li> <li>- IOPP (International Oil Pollution Prevention Certificate)</li> <li>- IAPP (International Air Pollution Prevention Certificate)</li> </ul>	45mins	N/A
Department of State Services (DSS)	Demand for; <ul style="list-style-type: none"> <li>- Crew List and Crew Personal Effect List</li> <li>- Port of Call List</li> <li>- Nil List</li> <li>- Cargo Manifest for IMDG cargo</li> </ul>	<ul style="list-style-type: none"> <li>- Crew List</li> <li>- Port of Call List</li> <li>- Nil List</li> <li>- Crew Personal Effect List</li> <li>- Cargo Manifest</li> </ul>	30mins	N/A

### Responsibility of Terminal Operators

AGENCIES INVOLVED	PROCEDURE	DOCUMENTATION/REQUIREMENTS/ PRE-REQUISITES	TIMELINE	COST INVOLVED
<b>STEVEDORING OPERATIONS (DISCHARGE OF IMPORT/LOADING OF EXPORT)</b>				
Stevedores Dockworkers Cargo Surveyors (NPA)	<p><b>Stevedoring Operations – Discharge of Vessel for Import</b> For Import operations, Terminal Operators require from the Shipping Company/Agent the following documents;</p> <ol style="list-style-type: none"> <li>i. Cargo Manifest</li> <li>ii. Stowage Plan</li> <li>iii. Discharge List</li> <li>iv. Loading List.</li> </ol> <p>These documents are forwarded to the Stevedore who contracts Dock Labour for Discharge and Loading Operations on the Vessel.</p> <p><b>Stevedoring Operations – Loading of Vessel for Export</b> For Export operations, the Terminal Operator requires the following documents;</p> <ol style="list-style-type: none"> <li>i. Export Approval from Nigerian Customs Service</li> <li>ii. Shipping Note from the Exporter or his Agent</li> </ol>	<ul style="list-style-type: none"> <li>▪ Cargo Manifest of Vessel</li> <li>▪ Stowage Plan</li> <li>▪ Discharge List</li> <li>▪ Loading List</li> <li>▪ Labour Manning Scheme</li> <li>▪ Tally Records</li> <li>▪ Cargo Survey Report</li> </ul>	Until Vessel Completion of Discharge and Loading	As approved by NIMASA

	<p>iii. Notice of Entry of Goods into the Terminal from the Exporter.</p> <p>Dock Labour contracted by the Stevedore, carry out Discharge/Loading Operations on the Vessel and produces <a href="#">Tally Records</a> at the end of each Operation.</p> <p><a href="#">Cargo Surveyors</a> then verifies cargo volume by volumetric calculations and the Tally Records, after which a <a href="#">Cargo Survey Report</a> is produced for NPA for both Discharge and Loading operations.</p>			
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AGENCIES INVOLVED	PROCEDURE	DOCUMENTATION/REQUIREMENTS/ PRE-REQUISITES	TIMELINE	COST INVOLVED
<b>TERMINAL HANDLING (IMPORT)</b>				
<ul style="list-style-type: none"> <li>▪ Terminal Operators</li> <li>▪ NCS</li> <li>▪ Shipping Company/Agent</li> <li>▪ Stevedore</li> </ul>	<p><b><u>For Terminal Handling (Import)</u></b></p> <p><b><u>Receipts</u></b> 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"> <li>i. Cargo Discharge List</li> <li>ii. Landing Tally Records</li> </ul> <p><b><u>Storage</u></b> Terminal Operator receives from the Stevedore the following documents;</p> <ul style="list-style-type: none"> <li>i. Discharge Tally Records</li> <li>ii. Transfer Tally Records</li> </ul> <p>Terminal Operator creates Shed/Stacking plan, which precedes the actual storage/stacking of import cargo to the shed/stacking areas.</p> <p><b><u>Examination</u></b> See EXAMINATIONS below</p> <p><b><u>Transfers</u></b> Terminal Operator makes a request to the Nigerian Customs Service (NCS) for Transfer of goods to <a href="#">Bonded Terminal/Warehouse</a> based on request made by the Consignee</p> <p><b><u>Delivery</u></b> Refer to Terminal Operator website</p>	<ul style="list-style-type: none"> <li>▪ Cargo Manifest of Vessel</li> <li>▪ Discharge Tally Records</li> <li>▪ Transfer Tally Records</li> <li>▪ Terminal/Shed Staking Record/Plan</li> <li>▪ NCS Transit Approval</li> </ul>	Refer to Terminal Operator website	Refer to Terminal Operator website

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<b>EXAMINATIONS (IMPORT)</b>				
NCS NDLEA DSS NPF  <u>On Invitation</u> SON NAFDAC NAQS	<ul style="list-style-type: none"> <li>- Consignee’s Clearing Agent applies to NCS for Customs Examination</li> <li>- Approved application is sent to Port terminal indicating date and time of examination. Other relevant Agencies are notified.</li> <li>- Terminal Operator positions cargo for examination</li> <li>- Customs coordinate examination, jointly witnessed by other Agencies</li> </ul> <p>NCS units involved in Cargo Examination (Imports) include;</p> <ul style="list-style-type: none"> <li>i. Enforcement Unit</li> <li>ii. Valuation Unit</li> <li>iii. Customs Intelligence Unit (CIU)</li> <li>iv. Comptroller General Unit (CGU)</li> <li>v. Zonal Command</li> <li>vi. Federal Operations Unit (FOU)</li> </ul> <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"> <li>i. Divisional Police Officer Formation</li> <li>ii. Port CID Formation</li> <li>iii. Monitoring Formation</li> <li>iv. Area Command Formation</li> <li>v. Operations Formation</li> <li>vi. AIG Maritime Formation</li> <li>vii. Police Anti Bomb Squad Formation</li> </ul>	<ul style="list-style-type: none"> <li>▪ NCS clearance. What other document therefore do the other agencies issue?</li> </ul>	16 days	N/A

## EXPORT

### Responsibility of the Freight Forwarder

AGENCIES INVOLVED	PROCEDURE	DOCUMENTATION/REQUIREMENTS/ PRE-REQUISITES	TIMELINE	COST INVOLVED
<b>EXPORT LICENSE REGISTRATION (NIGERIAN EXPORT PROMOTION COUNCIL - NEPC)</b>				
Nigerian Export Promotion Council	<p>Originals of the following documents must be sighted and scanned copies submitted for to NEPC.</p> <ul style="list-style-type: none"> <li>i. Certificate of Incorporation</li> <li>ii. Memorandum and Articles of Association and form CO7</li> <li>iii. Bye-laws for Cooperative Societies</li> <li>iv. Constitution for Government and Non-Government Organizations</li> </ul> <p>Registration form is obtained either online or at any NEPC Zonal Office/Headquarters. Refer to NEPC Website (<a href="http://www.nepc.gov.ng">www.nepc.gov.ng</a> )</p> <p>Exporter must open a Domiciliary Account with any Bank in Nigeria, and shall ensure that the export proceeds are credited to this account.</p> <p>See Item 9 <a href="#">NEPC Export Guidelines In Nigeria</a></p>	<ul style="list-style-type: none"> <li>i. Certificate of Incorporation</li> <li>ii. Memorandum and Articles of Association and form CO7</li> <li>iii. Bye-laws for Cooperative Societies</li> <li>iv. Constitution for Government and Non-Government Organizations</li> </ul>	4 working days	Refer to NEPC website <a href="http://www.nepc.gov.ng">www.nepc.gov.ng</a>
<b>NIGERIAN EXPORT SUPERVISION SCHEME</b>				
Export Pre-Shipment Inspection Agency (PIA)	<p><b><u>Nigerian Export Supervision Scheme (NESS)</u></b></p> <p>The Exporter shall pay to a designated bank NESS Administrative Charge of 0.5% and 0.15% of FOB value of the intended non-oil and oil/gas exports respectively. If after inspection the FOB value is found to be higher than that declared, the Exporter shall pay the additional NESS charges accordingly.</p>			N/A

AGENCIES INVOLVED	PROCEDURE	DOCUMENTATION/REQUIREMENTS/ PRE-REQUISITES	TIMELINE	COST INVOLVED
<b>NIGERIAN EXPORT PROCEEDS (NXP) FORM</b>				
1. Central Bank of Nigeria (CBN) 2. Pre- Shipment Inspection Agency 3. Nigerian Customs Services (NCS) 4. Nigerian Export Promotion Council (NEPC) 5. Commercial Bank of choice	<p><b><u>Procedure To Obtain &amp; Submit NXP Forms</u></b></p> <p>The Bank where the Exporter has opened a Domiciliary Account shall issue the Nigerian Export Proceeds form (<i>NXP form</i>) in sextuplicate, for completion by the Exporter, in respect of each export transaction.</p> <p>The Exporter returns completed set of NXP form with a contract of sale or pro-forma invoice to the Bank. The Bank registers and endorses the submitted NXP forms and retains the original copy. The other five (5) copies are forwarded to the Inspection Agent(s).</p> <p>The Exporter shall retain a photocopy of the NXP form, and use the NXP number as reference in all dealings with the CBN, Inspection Agents and NCS.</p>		See Item 9 <a href="#">NEPC Export Guidelines In Nigeria</a>	

AGENCIES INVOLVED	PROCEDURE	DOCUMENTATION/REQUIREMENTS/ PRE-REQUISITES	TIMELINE	COST INVOLVED
<b>REQUEST FOR INSPECTION</b>				
Inspection Agent	<p><b>Procedure To Request For Inspection</b> Having completed the NXP form, the Exporter shall collect a Request For Inspection (RFI) form from the Inspection Agent or download form from Inspection Agent’s website.</p> <p><b>Note:</b> No loading of any export cargo onto sea-going vessels or aircraft shall be authorized without the issuance of a Clean Certificate of Inspection (CCI) by Inspection Agent(s). See <a href="#">NEPC Export Guidelines In Nigeria</a></p>	Request For Inspection (RFI) form. Clean Certificate of Inspection	Notice should be given not less than ten (10) work days prior to shipment.	N/A
<b>SINGLE GOODS DECLARATION (SGD) FOR EXPORTS</b>				
	<p>After completion of bank transaction, identification of the carrier and Clean Certificate of Inspection (CCI) issued, the goods are moved to the port of shipment for Customs inspection and issuance of Single Goods Declaration (SDG) form.</p> <ol style="list-style-type: none"> <li>i. Forwarding Agents formalizes cargo booking with shipping Agents and forward same to Terminal Operators for pick up and loading</li> <li>ii. Stuffing of containers for delivery to operators 48 hours before arrival of ship</li> <li>iii. Positioning for weighing and Customs Examination</li> <li>iv. Forwarding of SGD and CCI for approval for loading</li> <li>v. Agent presents final approval list of Customs for loading</li> <li>vi. Terminal Operator presents to the Ship Agent Loading list of the vessel</li> </ol>	<p>Clean Certificate of Inspection Single Goods Declaration (SDG) form.</p> <p>NXP Form NESS payment receipt Cargo Clearance document of export load list confirmed Load List before Customs SGD, CCI and relevant documents</p>	<b>1 (one) week</b>	N/A

## Responsibility of Terminal Operators

AGENCIES INVOLVED	PROCEDURE	DOCUMENTATION/REQUIREMENTS/ PRE-REQUISITES	TIMELINE	COST INVOLVED
<b>PORT TERMINAL ENTRY PERMIT (TO DROP CARGO FOR LOADING)</b>				
<b>TERMINAL HANDLING (EXPORT)</b>				
<ul style="list-style-type: none"> <li>▪ Terminal Operators</li> <li>▪ NCS</li> <li>▪ Shipping Company/ Agent</li> <li>▪ Stevedore</li> </ul>	<p><b><u>Terminal Handling (Export)</u></b></p> <p><u>Receipts Into Terminal</u></p> <p>Terminal Operator receives the following documents;</p> <ul style="list-style-type: none"> <li>iii. Export Release Note and CCI from Nigerian Customs Service</li> <li>iv. Shipping Company/Agent Export Booking from the Exporter</li> </ul> <p><u>Storage</u></p> <p>Examination (Where applicable (See Examinations (Export)</p> <p><u>Loading on-board</u></p>	Refer to Terminal Operator’s Website	Refer to Terminal Operator Website	Refer to Terminal Operator Website
<b>NDLEA</b>	<ul style="list-style-type: none"> <li>- Register in-coming export goods/containers</li> <li>- Perform joint examination of export goods in Export Terminal (Inside Port)</li> </ul>	<ul style="list-style-type: none"> <li>- Endorse Joint Export Examination Form</li> </ul>		N/A
<b>Nigerian Agriculture Quarantine Services (NAQS)</b>	<ul style="list-style-type: none"> <li>- Perform Joint Inspection of export goods outside Port premises</li> <li>- Perform Joint examination in Port Export terminal</li> </ul>	<ul style="list-style-type: none"> <li>- Issue Phytosanitary Certificate during ex- port examination</li> <li>- Participate in Port examination to confirm validity of Phytosanitary Certificate</li> </ul>	Dependent on the cooperation of Joint Examining Agencies	N/A

AGENCIES	PROCEDURE	DOCUMENTATION/REQUIREMENTS/	TIMELINE	COST INVOLVED
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INVOLVED		PRE-REQUISITES		
<b>EXAMINATIONS (EXPORT)</b>				
Nigerian Customs Services (NCS)	<p>(Agricultural Products)</p> <ul style="list-style-type: none"> <li>- Customs receives application from Exporter/Agent for Examination of Goods (Ex – port)</li> <li>- Application must be accompanied by all relevant documents stipulated by <a href="#">NEPC Guidelines</a>, including CCI</li> <li>- Customs performs examination and seals container</li> <li>- DC Export issues permit for container to enter Port</li> <li>- Sealed Container is transferred to port</li> <li>- Customs entertains request for Joint examination of Container by other Agencies.</li> <li>- Joint Exam Form is endorsed and serve as <b>Export Release for Shipment</b></li> <li>- Export Terminal loads export based on Export Release and <b>CCI (Clean Certificate of Inspection)</b></li> </ul> <p>NCS units involved in Cargo Examination (Exports) include;</p> <ol style="list-style-type: none"> <li>i. Enforcement Unit</li> <li>ii. Valuation Unit</li> <li>iii. Customs Intelligence Unit (CIU)</li> <li>iv. Comptroller General Unit (CGU)</li> <li>v. Zonal Command</li> <li>vi. Federal Operations Unit (FOU)</li> <li>vii. Export Unit</li> </ol>	<ul style="list-style-type: none"> <li>- All documents required by NEPC Guidelines</li> </ul>	<i>No Specific Timeline</i>	N/A

## Responsibility of Nigerian Ports Authority/Other Government Agencies

AGENCIES INVOLVED	PROCEDURE	DOCUMENTATION/REQUIREMENTS/ PRE-REQUISITES	TIMELINE	COST INVOLVED
<b>EXAMINATIONS (EXPORT)</b>				
<b>Nigerian Customs Services (NCS)</b>	(Agricultural Products) <ul style="list-style-type: none"> <li>- Customs receives application from Exporter/Agent for Examination of Goods (Ex – port)</li> <li>- Application must be accompanied by all relevant documents stipulated by <a href="#">NEPC Guidelines</a>, including CCI</li> <li>- Customs performs examination and seals container</li> <li>- DC Export issues permit for container to enter Port</li> <li>- Sealed Container is transferred to port</li> <li>- Customs entertains request for Joint examination of Container by other Agencies.</li> <li>- Joint Exam Form is endorsed and serves as <b>Export Release for Shipment</b></li> <li>- Export Terminal loads export based on Export Release and <b>CCI</b> (Clean Certificate of Inspection)</li> </ul>	<ul style="list-style-type: none"> <li>- All documents required by NEPC Guidelines</li> </ul>	<i>No Specific Timeline</i>	N/A
<b>NDLEA</b>	<ul style="list-style-type: none"> <li>- Register in-coming export goods/containers</li> <li>- Perform joint examination of export goods in Export Terminal (Inside Port)</li> </ul>	<ul style="list-style-type: none"> <li>- Endorse Joint Export Examination Form</li> </ul>	As may be required	N/A
<b>Nigerian Agriculture Quarantine Services (NAQS)</b>	<ul style="list-style-type: none"> <li>- Perform Joint Inspection of export goods outside Port premises</li> <li>- Perform Joint examination in Port Export terminal</li> </ul>	<ul style="list-style-type: none"> <li>- Issue Phytosanitary Certificate during ex- port examination</li> <li>- Participate in Port examination to confirm validity of Phytosanitary Certificate</li> </ul>	Dependent on the cooperation of Joint Examining Agencies	N/A

AGENCIES INVOLVED	PROCEDURE	DOCUMENTATION/REQUIREMENTS/ PRE-REQUISITES	TIMELINE	COST INVOLVED
<b>SAILING CERTIFICATE (VESSEL)</b>				
NPA	<p><b><u>To Obtain Sailing Certificate</u></b></p> <ul style="list-style-type: none"> <li>• Vessel stemmed to sail during the berthing meeting.</li> <li>• Shipping Company/Agent seek approval to sail from the Port Manager.</li> <li>• Shipping Company/Agent Received Sailing Certificate approved by the Port Manager.</li> <li>• Shipping Company/Agent book vessel to sail with the Harbour Master of the Port.</li> </ul>	<p>Request for Sailing Certificate to the Port Manager containing</p> <ol style="list-style-type: none"> <li>i. Provisional bill raised</li> <li>ii. Receipt of payment</li> <li>iii. NIMASA Sailing Certificate</li> </ol>	<p>30 minutes (Depending on the availability of NIMASA Clearance)</p>	<p>N/A</p>
<b>SAILING – NPA HARBOUR OPERATIONS</b>				
NPA	<p><b><u>To Sailing Vessel</u></b></p> <ul style="list-style-type: none"> <li>• Harbour Master receives copy of Sailing Certificate approved by the Port Manager.</li> <li>• Shipping Company/Agent books vessel to sail.</li> <li>• Pilot is rostered to sail the vessel.</li> <li>• Pilot ensures availability of tugboats, mooring launches, and mooring gangs.</li> <li>• Pilot proceed to board and sail vessel safely</li> </ul>	<p>Approved Sailing Certificate by the Port Manager containing</p> <ol style="list-style-type: none"> <li>i. Provisional bill raised</li> <li>ii. Receipt of payment</li> <li>iii. NIMASA Sailing Certificate</li> </ol>	<p>30 Minuites</p>	<p>N/A</p>

## Agencies and the Certificates issued through the Export Process

- |  |                                     |
|--|-------------------------------------|
| 1. Nigerian Export Promotion Council Certificate)  | - (Exporters Registration           |
| 2. Commercial Bank Form)   | - (Nigerian Export Proceeds (NXP)   |
| 3. The Exporter  | - (Commercial Invoice)              |
| 4. Nigerian Assoc. of Chambers of Commerce, Mines & Industry (NACCIMA)                                 | - (Certificate of Origin)           |
| 5. Inspection Agent Certificate of Sampling, Weight, Quality and Loading)                              | - (Clean Certificate of Inspection, |
| 6. Nigerian Agricultural Quarantine Services NAQS  | - (Phytosanitary Certificate)       |
| 7. The Exporter Agent/Exporter   | - (Packaging List)                  |
| 8. Shipping Company/Airline/Land Transport Bill)   | - (Bill of Lading/Airway Bill/Way   |
| 9. Insurance Company   | - (Certificate of Marine Insurance) |
| 10. Federal Produce Inspection Service (Federal Ministry of Trade & Investment) Fumigation and Weight) | - (Certificate of Quality           |
| 11. Standards Organization of Nigeria (SON)  | - (Product Quality Certification)   |
| 12. Nigeria Customs Service (NCS)  | - (Single Goods Declaration (SGD))  |
| 13. Federal Ministry of Trade & Investment   | - Form ICO-1                        |
| 14. Department of National Museum & Monument   | - (Certificate of Clearance Form)   |
| 15. National Agency for Food, Drugs, Administration & Control (NAFDAC) and Drugs)                      | - (Certificate of Quality for Food  |
| 16. Federal Ministry of Solid Minerals   | - Form J                            |
| 17. Department of Forestry of Forestry)  | - (Clearance from the Department    |