NIGERIAN PORT PROCESS MANUAL
NIgerian Port Process Manual
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<td>Request for Information</td>
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<td>Acronym</td>
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<td>RTEAN</td>
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<td>Single Goods Declaration</td>
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<td>SEN</td>
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<td>Sanitary and Phytosanitary measures</td>
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<td>Terminal Delivery Desk</td>
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<td>Tin Can Island Container Terminal</td>
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<td>Truck Transit Park</td>
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<td>UNCTAD</td>
<td>United Nations Conference on Trade and Development</td>
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<td>VAT</td>
<td>Value Added Tax</td>
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<tr>
<td>VHF</td>
<td>Very High Frequency</td>
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<td>WTO</td>
<td>World Trade Organization</td>
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<td>WACT</td>
<td>West Africa Container Terminal Nigeria Limited</td>
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ARRIVAL AND DEPARTURE OF SHIPS
PRE-ARRIVAL OF SHIP

**STEP 1**
Registered Shipping Companies/Agents apply for Ship Entry Notice (SEN) 3-7 days before ETA:

- Electronically: Registered Shipping Companies/Agents create their company profile on the e-SEN application (this is a one-time operation). They use their NPA Customer ID and Password, logon to [www.sen.nigerianports.org](http://www.sen.nigerianports.org), fill the SEN application, pay and submit online.

**STEP 2**
Shipping Agents Obtain rotation number for the Vessel from Customs (3-7 days to ETA) by submitting:
- NPA SEN Certificate
- Cargo Manifest
- Stowage Plan
- Additional/Export Manifest
- Part Discharge Certificate
- Jetty/Area of call
- Type of Vessel. This is granted within 24 hours.

**STEP 3**
Shipping companies/Agents submits the following for NIMASA 3% levy within 2 weeks before ETA:
- Ship manifest
- Voyage order
- Stowage plan or manifest of the vessel
- Certificate of quantity for wet cargos and their haulage report
- Certificate of transfer, if any
- DPR permit to ensure the genuineness/quality of the cargo (this applies to wet Cargo only); any other document that facilitates the payment of the 3% levy

**STEP 4**
Shipping Agent submits 4 copies manifest and all applicable documents (such as stowage plan, manifest, ship entry notice, ship inward report) etc. (hard or soft copies) at least 3 days prior to the arrival of the ship to NPA Central Office for Planning and Information (COP1) in Operations Department in the port. Note: there is penalty for late submission.

**STEP 5**
NPA issues Provisional Bill to the Agent/Owner to facilitate payment within 24 hours of receipt of vessel manifest.
STEP 6
Shipping agent declares the ETA and ETD at the Berthing Meeting.

Note: Shipping company must declare vessel at NPA's Daily Berthing Meeting. Terminal operators harbour coordinator must declare vacant berths, draft and length to enable determination of vessel type to berth and ships position published and submitted to NPA.

STEP 7
Shipping agent applies to the Port Manager for berthing of the vessel after making payment.

STEP 8
Port Manager approves within 1 hour and declares the vessel allocated terminal and circulates same to relevant departments.
TERMINAL PRE-OPERATIONAL MEETING

STEP 1
Shipping agent notifies Terminal Operator of arrival of Vessel 7 days before Arrival at Pre-Operational Meeting, by submitting the following to the Commercial and Operations department:
- Manifest of the expected vessel,
- Stowage plan,
- Ship entry notice,
- Ship inward report,
- Cargo arrival list and ETA.

STEP 2
Discuss pre-arrival plan at Operational committee meeting.

STEP 3
Terminal operator and Shipping company sign Pre-Operational form and handover to the Shipping company.

STEP 4
The Terminal operator circulates agreed berthing schedule to all stakeholders.

STEP 5
Terminal operator issues Terminal handling charges within thirty (30) mins of verifying relevant documents.

STEP 6
Shipping company makes payments and Terminal operator issues berthing clearance upon presentation of a valid receipt of payment.

SHIP ARRIVAL AND BERTHING

STEP 01
NPA Harbours Department sends signal indicating name of vessel, Terminal, berth allocated to the vessel, location to the Traffic Manager and all manning agencies not later than 24 hours before arrival of the vessel.

STEP 02
As the Ship enters the fairway buoy, Ship Captain calls the Signal Station to announce the arrival of the vessel and gives the following information: Cargo type and volume, last port of call, draft of the vessel, LOA, GRT, NRT, DWT etc. for documentation.

STEP 03
Signal station advises the vessel to proceed to the anchorage position at the fairway buoy.

STEP 04
Harbour Master arranges pilotage, towage and mooring of the Vessel to berth.
SHIP ARRIVAL AND BERTHING... continued.

**STEP 05**
Harbour Master assigns a Pilot for the vessel within 30 minutes from the time of arrival of the vessel at the fairway buoy.

**STEP 06**
The assigned Pilot communicates with the vessel, arrives and boards the vessel at the fairway buoy not later than 30 minutes from time of assignment.

**STEP 07**
Pilot issues land inward master declaration and pilotage chits to master for completion. The Master gives to Pilot a Pilot Card for completion. Both complete and return same to each other.

**STEP 08**
Pilot takes the Vessel to berth (not later than, Lagos 2 hours; Bonny 5 hours; Calabar/Warri 8 hours)

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JOINT BOARDING OF SHIPS FOR RUMMAGING

**01**
The Traffic Manager transmits to all manning Agencies the signal from harbor department stating name of vessel, terminal, berth allocated to the vessel etc. not later than 24 hours to the time appointed for joint boarding by NPA.

**02**
All designated officers from Agencies report at the notified location not later than 30 minutes before the time appointed for the commencement of joint boarding by recognized agencies.

**03**
NPA shall bus-in and bus-out members of the Port Joint Ship Boarding Team/Gang at the appointed time.

The joint boarding gang is expected to fill and sign the declaration of item form before and after joint boarding.

**04**
At the ship side, the Port Health Officer first boards and hoists the quarantine flag and places the Rat Guards. (within 45mins.)
The documents to be presented to Port Health by the captain/representative are as follows:

I. Maritime Declaration of Health
II. Crew list/Passenger list
III. Ship Sanitation Control Certificate or Ship Sanitation Control Exemption/Extension Certificate
IV. Medical chest certificate
V. Crew list
VI. Stowaway list
VII. Crew vaccination list
VIII. Provision/store list
IX. Narcotic list
X. Medicine list
XI. Ship particulars (history of the ship)
XII. Nil list

Every member of the joint boarding gang boards the ship for their operation.

- For immigration clearance, the ship captain or representatives shall submit the following:
  I. Crew list in duplicate;
  II. List of ports of call on inward journey;
  III. List of disembarking passengers showing the port of embarkation;
  IV. List of passengers in transit showing the Port of embarkation and intended port of disembarkation;
  V. List of all persons on board including stowaways;
  VI. Seaman book.

- For NDLEA inspection, the ship captain submits to NDLEA the following:
  I. Port(s) of call list;
  II. Nil list;
  III. Medical list of medicine in the hospital;
  IV. Narcotic list in the captain's cabin;
  V. Containers list as the case may be.

- For NIMASA inspection, the ship captain submits to NIMASA officials:
  I. The voyage order;
  II. Stowage plan or manifest of the vessel for the payment of the 3% levy;
  III. Certificate of quantity for wet cargos and their haulage report;
  IV. Certificate of transfer, if any (where the cargo is transferred from one vessel to the other);
  V. DPR permit if a petroleum product;
  VI. Any other document that facilitates the payment of the 3% levy;
  VII. Relevant anti-pollution documents/certificates to ensure compliance with relevant IMO conventions;
  VIII. Declaration of Maritime Labour Compliance (DMLC) parts 1 & 2.

If found safe, yellow flag (safe for pratique) is hoisted and quarantine flag is lowered. If not safe, either of Double Yellow flag (suspected) or Yellow Blue flag is hoisted and boarding occurs at Mooring Station along with Medical Team.
Boarding/inspection operations by members of the boarding gang to last no more than 90 minutes in normal situations.

DOCUMENTS TO BE ISSUED IMMEDIATELY AFTER INSPECTION

- Port Health issues Ship Sanitation Control Certificate or Ship Sanitation Control Exemption/Extension Certificate
- Immigration issues immigration clearance upon satisfactory inspection
- Customs Issues custom clearance
- NDLEA issues clearance duly stamped and signed by both the officer in charge of boarding and the captain
- NIMASA inspection team members issues inspection report no later than 1 hour from the expiration of 90 minutes inspection time line to the Ship Development Unit of NIMASA for the purposes of issuance of sailing certificate.

Declaration in writing to NPA of justification for spending more than ninety minutes in a boarding operation.
TERMINAL OPERATIONS
**VESSEL RECEPTION**

**STEP 1**
Vessel berths, joint boarding and clearance by all government agencies.

**STEP 2**
Terminal Operator undertakes discharge of cargo from the vessel and transfers discharged containers to yard/stacking area.

**STEP 3**
Discharged Cargoes are captured in the system.

**STEP 4**
Free Storage period commences after entry into the system and lasts for 10 days.

**STEP 5**
Clearing agent proceeds to Terminal with shipping company release and Bill of Lading after he obtains NCS release.

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**INVOICING, BOOKING AND OBTAINING TERMINAL DELIVERY ORDER**

**STEP 1**
Customer presents original bill of lading to the Terminal Operator's invoicing Staff.

**STEP 2**
Staff generates invoice and hands over to customer (10 mins).

**STEP 3**
Customer makes payments electronically using interswitch or designated bank branch and comes back to Terminal with proof of payment.

**STEP 4**
Terminal Operator's staff confirms payment by the customer (10 mins).

**STEP 5**
The customer books in writing for customs examination if the container is on red or yellow channel. Booking to be done within two (2) hours of customer's presentation of relevant documents to the Terminal Protocol desk.

**STEP 6**
Terminal Operator's staff issues receipt upon presentation of evidence of payment (10 mins).
INVOICING, BOOKING AND OBTAINING TERMINAL DELIVERY ORDER...continued

STEP 7
Terminal Operator confirms booking and positions container for examination within 24 hours of booking confirmation. Where examination is not conducted due to non-positioning of the container, all costs arising, inclusive of third-party costs e.g. Shipping Companies demurrage on those dates of the default shall be borne by Terminal Operator.

NB. No storage charge shall accrue where a shipper/Agent has been refused booking confirmation. Should demurrage accrue as a result of Terminal Operator’s inability to confirm booking, Terminal Operator shall bear responsibility for accrued demurrage.

STEP 8
Customer collects receipt from the bank and presents same at the Terminal Operator’s City office for electronic verification (5 minutes)

STEP 9
Presentation of invoice and receipts to the TDO section, where an on-line confirmation is done and “pre-gate ticket” is generated (5 minutes).

STEP 10
Pre-gate ticket is then presented at Terminal Operator’s Terminals as valid authorization to pick up container

STEP 12
The customer is issued receipt by Terminal Operator on electronic confirmation of payment from the Bank (5 minutes)

STEP 11
The customer goes straight to Terminal Operator for invoice, receipt and TDO if the container is for scanning.
PROCEDURE FOR OBTAINING TERMINAL DELIVERY ORDER AND AUTHORITY TO LOAD (TDO & ATL)

**STEP 1**
Terminal Operator Confirms payment made by the customer (10 mins)

**STEP 2**
Terminal Operator Receives document from Customer (5 mins)

**STEP 3**
Terminal Operator Confirms and Processes all documents from NCS and Shipping Companies. (5 mins)

**STEP 4**
Terminal Operator Prints and issues Terminal Delivery Order (TDO) and Authority to Load (ATL) to the Customer (5 mins)

**STEP 5**
Terminal Operator Handover TDO and ATL to Delivery/Security staff located in the stacking area and at delivery gate. (5 mins)

PROCEDURE/FUNCTIONS OF THE TRAFFIC PERSONNEL AT THE NPA GATE

Traffic Personnel checks ATL and the physical conditions of the trucks for NPA minimum standard compliance.

01. Truck driver presents ATL to security staff at entrance gate

02. Clearing agent hands Truck driver, the TDO and ATL

03. Traffic Personnel directs security staff to allow inward movement of trucks into the Terminal upon satisfactory compliance. All should be concluded within 10 minutes

04. Traffic Personnel checks ATL and the physical conditions of the trucks for NPA minimum standard compliance.
PROCEDURE/FUNCTIONS OF THE DELIVERY CLERK AT THE STACKING AREA

**STEP 1**
Truck driver presents Terminal Operator’s Delivery staff with TDO and ATL.

**STEP 2**
Terminal Delivery Desk presents delivery clerk with another copy of ATL.

**STEP 3**
The Delivery Staff checks and ensures that ATL presented by the Truck driver corresponds with copy received from Terminal Delivery Desk.

**STEP 4**
The Delivery Staff directs the truck driver to the stacking/slot area where container is located.

**STEP 5**
The Delivery Staff instructs plant operator to load specified container on truck.

**STEP 6**
The Delivery Staff ensures truck driver moves to the designated area of the terminal for final gate pass checks.

PROCEDURE FOR GATE PASS

**STEP 01**
Terminal Operator’s Gate Pass Officer (GPO) verifies that the documents presented are genuine and tally with details on the cargo and consequently confirms final delivery in the electronic releasing system.

**STEP 02**
The truck with container unit is then allowed to exit and the delivery process is completed. **This activity should be completed within 5 minutes.**
**PROCEDURE FOR EMPTY CONTAINER RETURN**

1. **STEP 1**
   - Terminal Operator receives the truck driver returning a designated empty container.

2. **STEP 2**
   - Truck driver comes in via in-gate

3. **STEP 3**
   - Truck driver presents the equipment interchange report issued to him at the point of exit.

4. **STEP 4**
   - Condition of container is verified and remarked upon by gate clerk.

5. **STEP 5**
   - Equipment operator offloads container.

6. **STEP 6**
   - Truck driver moves to exit gate and is issued a final equipment interchange report by out-gate clerk

7. **STEP 7**
   - Truck driver exits the Terminal.

**PROCEDURE FOR EXPORT CONSIGNMENT**

1. **STEP 01**
   - The shipping Company/Agent shall make all necessary payments needed to allow the consignment to be exported.

2. **STEP 02**
   - Terminal Operators shall vet and confirm that all documents are correct before entry is permitted.

3. **STEP 03**
   - Copies of export documents are deposited at the entry gate. This process is handled within 30 minutes.

**PROCEDURE FOR EXPORT OF CONTAINER AT SHIP SIDE**

1. **STEP 01**
   - Terminal Operator only places containers at the ship side when there is a ship ready to load the particular container.

   *Export containers placed beside the ship side but inadvertently not loaded onto the vessel shall not attract port storage, demurrage, export renomination fee or any other consequential costs/charges.*
TERMINAL OPERATIONS FOR NON-CONTAINERIZED CARGOES

STEP 01
Commencement of Discharge; deployment of stevedore, cargo handling equipment and record clerks to both quayside and stacking areas.

TERMINAL OPERATIONS REGARDING SOLID BULK

STEP 1
Tally section collects the vessel copies of discharging instruction or other related instrument to compare with the already submitted cargo manifest (5 mins)

STEP 2
Tally section liaises with the shipping agent to step up early commencement of discharge to meet up to vessel’s ETD. Arrange plant to argument the vessel’s equipment to position discharging hoarse and evacuate same at the end of operation (5 mins)

STEP 3
Tally section arranges related plant/forklift to position discharging equipment grabs and funnels for effective operation (10 mins)

STEP 4
Tally section provides the clearing agent with necessary formalized operation delivery documents such as call up, landing or mechanized tally sheets (5 mins)

STEP 5

Documentation Section maintains a comprehensive and accurate figure of the outstanding cargo bulk stacked in the warehouse (5 mins)

STEP 6
Stevedoring section in conjunction with the shipping agent endeavours to meet the ETD target.

STEP 7
Documentation supervisor liaises with the shipping agent to collect customs release documents for the consignment if already available (5 mins)

STEP 8
Plant section uses related plant to position discharging equipment, such as grabs, funnels/hoppers and conveyors as case may be to achieve operational efficiency (10 mins)
TERMINAL OPERATIONS REGARDING LIQUID BULK

STEP 1
Tally section through the Terminal Supervisors collect from the Captain of the vessel, copies of discharging instructions or other related documents; and liaises with the shipping agent to step up early discharging operation.

STEP 2
Plant section complement the efforts of the vessel's equipment with related plant for berthing operations. Arrange plant to augment the vessel's equipment to position discharging hose and evacuate same at the end of operation.

STEP 3
Stevedoring section work in conjunction with the shipping agent to meet the expected time of departure (ETD)

STEP 4
Documentation supervisor liaise with the shipping agent to collect Customs release documents for the consignment if already available.

STEP 5
Documentation Section maintains a comprehensive and accurate figure of the outstanding Liquid bulk stored in the warehouse.

TERMINAL OPERATIONS REGARDING SOLID BULK BAGGED OR BAGGING

Procedure for direct operation

STEP 1
Tally section issues call up for incoming trucks. Deploy tally clerks on the hooks or at the loading point into trucks to tally progressively as the cargo enters the vehicle, to discourage excess loading by guiding the labour force handling the loading.

STEP 2
Plant section provides operation related plant/forklift to position necessary discharging and stacking equipment, such as conveyors, funnels, bagging machines, pallets etc; and also evacuate such at the end of operation.

STEP 4
Documentation Section create files to maintain visible documented customs/shipping company's release papers for reference

STEP 3
Stevedoring supervises and control the labour work force on board and ashore of the vessel and guide against overloading of net or slings to avoid accident and operational hazard.
Procedure for indirect operation

**STEP 1**
- **Tally Clerks:** Progressively tally at the point of bulk stacking to ascertain the quantity bulk stacked.

**STEP 2**
- Plant section provides operation related plant/forklift to position necessary discharging and stacking equipment, such as conveyors, funnels, bagging machines, pallets etc; and also evacuate such at the end of operation.

**STEP 3**
- Stevedoring supervises and control the labour workforce on board and ashore of the vessel and guide against overloading of net or slings to avoid accident and operational hazard.

**STEP 4**
- Documentation section creates file and maintain visibly documented customs/shipping company’s release papers for reference.

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**DELIVERY BY TERMINAL OPERATOR**

**STEP 1**
- Clearing Agent submits bill of lading, letter of authorization with designated signatories to the Commercial department.

**STEP 2**
- Issuance of handling/delivery charges, delivery order (and other bills like rent and plant hire where applicable) to clearing agent by Commercial Department.

**STEP 3**
- Payment, confirmation of payment and issuance of receipt to clearing agent by Accounts department.

**STEP 6**
- Tally sheet and cargo pass are issued.

**STEP 5**
- Delivery of Cargo to clearing agent by operation department.

**STEP 4**
- Issuance of Customs exit to clearing agent on the Customs Nigerian Integrated Customs Information Systems (NICIS) electronic network by the Commercial department.
Shipping Agent applies to the Port Manager for a Sailing Certificate when the vessel is getting set to sail (Application to be accompanied by receipt of payment and provisional bill paid).

Shipping Agent concludes payment of 3% payment levy and NIMASA issues its clearing certificate not later than 6 hours after payment.

Shipping Agent applies for clearance from Immigration with the following document: List of embarking passengers showing Port of destination; List of outward Port of Call; List of embarking crew; List of any crew members or other persons missing from the ship on departure.

(1 hour, however time line can be extended by 30 mins where infractions/issues are found on board)

Port Manager grants approval on the application letter and minutes it to the Tariff and Billing department of the NPA to issue Sailing Clearance Certificate within (1) hour. Port Manager distributes endorsed copy of the Sailing Clearance Certificate containing Master Declaration, Pilotage Chit, NIMASA Clearance to their various departments.

Shipping Agent proceeds to Harbour Master with copy of the Sailing Clearance Certificate to request for sailing of the vessel.

The Harbour Master assigns a Pilot to sail the vessel. Harbour Master relates with Harbour Port Operations unit for logistics arrangements (tugboats, pilot cutter, mooring launch and the personnel). (15 mins)

Harbour Master instructs the tug Master and the mooring men to move to the berth and assist him in sailing the vessel and the pilot cutter to move to the fairway buoy on standby, to convey the pilot back to the pilot station after disembarking from the vessel.

On boarding the vessel at berth, the Pilot and Master exchange information on outward Master's Declaration and Pilotage Chit as well as Pilot Card for acknowledgement respectively. (20 mins)
SAILING OF VESSEL... continued

9. The Pilot disembarks the vessel at the fairway buoy and returns to the pilot station via the pilot cutter.

10. At the pilot station, the Pilot transfers the information to the log book and dispatches the Master’s Declaration and Pilotage Chit to the Harbours Personnel Unit. (20 mins)

11. Harbours Personnel Unit couples the inward and outward Master’s Declarations and Pilotage Chits and distributes same to the relevant departments (Tariff & Billing and Audit) and retains copy. (10 mins)

VOYAGE RECONCILIATION

STEP 1: The Harbours Department prepares the list of all vessels that have sailed prior to the regular Voyage Meeting and circulates copies to the relevant departments (Port Manager, Audit, Tariff & Billing, Accounts, Operations and Corporate and Strategic Planning) and furnishes copy to the Shipping Agent and Terminal Operator.

STEP 2: Voyage meeting holds, and particulars of the vessels and volumes of cargo discharged and/or loaded thereon are declared and reconciled by the relevant stakeholders.

STEP 3: The reconciled data is captured in the voyage reconciliation sheet and endorsed by all parties concerned, as the actual data relevant to the vessels’ voyage.

STEP 4: The Shipping Agent/Shipping Company shall before issuance of final bill by NPA verify all provisional bills and if discrepancies are found in any of them put up a claim to the appropriate authority to reverse same.
**VOYAGE RECONCILIATION . . . continued**

**STEP 5**
NPA Tariff and Billing Department uses reconciled data to raise final bill for vessel voyage.

**STEP 6**
Shipping Agent under Single Billing also attends single Billing Meeting every Friday chaired by the Chief Port Accountant with the Chief Port Tariff and Billing Officer, Chief Internal Auditor, Traffic Manager and the Shipping Companies concerned in attendance.

**STEP 7**
NPA issues final bill within seven (7) days after the voyage reconciliation meeting.

**STEP 8**
Shipping Company/Agent settles the final bill/receives credit for overpayment.
CLEARING OF GOODS FROM CUSTOMS
CLEARING OF GOODS FROM CUSTOMS

**Mandatory Documents**

**STEP 1** Importer/Clearing Agent Obtains and or validates existing TIN Number on the Online portal (www.trade.gov.ng)

**STEP 2** Importer / CA obtains and assembles the following import documents

**STEP 3** Importer / CA Obtains and completes e-form 'M' from authorized dealer bank.

**STEP 4** Authorized Dealer Bank Validates and Transmits completed e-Form M to Customs for verification and registration

**STEP 5** Customs registers e-form M

**STEP 6** Purchase of Goods

**STEP 7** Shipping of Goods

**STEP 8** Shipping Company Transmits Electronic Manifest/e BOL to Customs through Nigeria Integrated Customs Information System (NICIS)

**STEP 9** Shipping company Transmits same e-Manifest to International Cargo Tracking Note (ICTN) platform warehoused by Nigerian Shippers Council

**STEP 10** Manifest Amendment: where required, Shipping line applies in writing to Customs for amendment, providing original e-manifest and information to be amended. NCS amends in accordance with information no later than 48 hours from time of receipt of application.

**Pre-Import Documents**

I. e-Form 'M'
II. Proforma Invoice
III. Insurance certificate
IV. Regulatory certificates: NAFDAC, SON, NESREA, Agric etc.

**Import Documents**

I. Commercial Invoice
II. Combined Certificate of Value and Origin
III. Parking List
IV. Bill of Lading/Airway bill/Waybill/Railway bill
V. Regulatory Certificates: depends on Item
VI. PAAR
Electronic Pre-Arrival Assessment Report (PAAR)

**STEP 11**
Authorized dealer
Bank submits within
6 hours of receipt, e-
Form M information
and the following
supporting
documents;

I. Invoice
II. Parking list
III. CCVO
IV. Other requirements
   from sister Agencies
   as applicable

**STEP 12**
NCS based on
received documents
generates PAAR in
line with HS code
and transmit PAAR
containing duties
payable etc to the
Authorized Dealer
Bank within 6 hours
of receipt of
documents.

**STEP 13**
Agent captures SGD
online (trade.gov.ng)

**STEP 14**
After capturing and
accessing NICIS, the
system sends E-
message to
designated bank
with details of
payment and SGD.

- Form ‘M’
- PAAR, etc.

**STEP 15**
Pay at the Bank
with printed
Assessment
Number.

**STEP 16**
Bank confirms that
printed Assessment
number tallies with
electronically received
Assessment number,
receives payment and
issues a receipt (within
30 minutes).

**STEP 17**
The Bank System
sends an e-
confirmation
message to NCS to
acknowledge that
duties and taxes
have been paid.

**STEP 18**
The (NICIS) produces
official electronic receipt
of e-Payment

**STEP 19**
Designated Bank remits
collected Duties and Taxes to
Central Bank of Nigeria (CBN)
through the Nigeria Inter-Bank
Settlement System (NIBSS)
within 1 day.

**STEP 20**
For Electronic SGD Release Request, after payment at
the bank, through a private DTI or Café, request the
release of your consignment from the NCS system.
STEP 21
NCS Risk Management Information automatically determines and indicates immediately the selectivity lane.

DTI
Prepare SGD
Assess SGD

Trader Zone

e-Pay at Bank

Request Release?

Risk Management Outcome

Orange
Green
Blue
Yellow
Red

Scanning

Document Check at CPC

Physical OR X Ray

Release and Exit of Shipment

CUSTOMS ZONE

STEP 22
For Physical SGD release, upon arrival of Cargo Freight forwarder/consignee books for examination at the terminal depending on the lane cargo has been routed by Customs system. Positioning and examination shall not in any instance occur later than 24 hours from time of booking confirmation.

STEP 23
After Joint Examination by all designated Agencies, the Assistant Controller of Customs in charge of the group (AC Group) releases Consignment. (2 Hours)
Procedure for Joint Examination of Cargo

**STEP 1**
Representative of Authorized Agencies shall report to the examination Bay not later than 8:30am everyday.

**STEP 2**
Joint Physical Examination shall commence latest at 9am every morning and continue till 4pm.

**STEP 3**
Every Authorized Agency shall designate sufficient officers to simultaneously cover all examination groups at each examination bay.

**STEP 4**
Failure of any Agency representative other than that of the Nigeria Customs Service to attend the Joint Examination shall not delay the examination and such an Agency shall lose the right to examine that container.

Procedure for Electronic EXIT of SGDs from NCS Authorized Terminals

**STEP 1**
Upon Clearance and Release, the NCS system electronically notifies the Terminal Operator that consignment is ready for release.

**STEP 2**
Upon Clearance and release of SGD from Customs control, Importer/Agent proceeds to Terminal Operator for issuance of Exit Note.

**STEP 3**
Terminal Operator issues Exit Note on NCS system after finalizing Terminal Operators formalities (within 10 minutes).

**STEP 4**
The Terminal Operators issues Terminal Delivery Order (TDO) to the Importer/Agent (within 15 minutes).

**STEP 5**
The Importer/Agent proceeds to the gate with the Exit Note and Terminal Delivery Order (TDO).

**STEP 6**
At the gate, the Customs officer will issue gate pass and a confirmation will be received that the consignment has been released and has exited the Port.
Procedure for Import without Destination Inspection

Where an Importer is exempted from DI according to Import Guideline.

**STEP 1**
Importer applies in writing to NCS valuation office at the designated port attaching the Bill of Lading/ Bill of Sight

**STEP 2**
Importer requests the Terminal Operator to position container for scanning and physical examination. (see procedure and time for examination of container above)

**STEP 3**
NCS issues assessment not later than 3 hours after examination.

**STEP 4**
Importer pays according to valuation.

**STEP 5**
NCS issues Customs Release Note not later than 1 hour from time of payment.

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Procedure for Gate Control Alerts

**STEP 1**
Every alert shall be recorded in a Register of Release kept at the Terminal Gate and Exit Gate indicating reasons for the alert, the officer and department generating the alert.

**STEP 2**
All such records shall be forwarded to the Industry Regulator for review and evaluation of the justification for the alert.

**STEP 3**
Every alert relating to under valuation shall be accompanied by a Debit Note indicating the assessed additional amount to be paid.

**STEP 4**
Every such additional amount must be paid by the Importer without variation prior to release of consignment.

**STEP 5**
An Importer who disagrees with the additional amount shall complain in writing to the Nigeria Customs Service and the Nigerian Shippers' Council through the PSSP Portal https://www.pssp.ng/make_complaint

**STEP 6**
NCS provides status/activity report sheet to Regulator on a daily basis

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**For information on all kinds of delay refer to the Nigerian Customs SOP available at https://enms.pssp.ng/sop/s SOP**
Pre-Import Procedure for Plants/Plant Products

STEP 1
Prospective Importer applies through the Coordinating Director NAQS, to the Director Plant Quarantine for Plant Importation Permit stating:
- Where the plant material will be used
- Purpose or reason for the importation
- Mode of Transportation e.g. Air, Sea, Land
- Port of Entry
- Supplier's Name/Address
- Full Name of Importer and Address
- Common Name and Botanical Name of Plant Material/Quantity

STEP 2
Application is approved or rejected (Within 48 hours).

STEP 3
Based on a pest risk analysis, an Import permit is issued stating all Conditions to be met by the exporting country.

Import Clearance at Port of Entry (where NAQS is not invited for joint examination)

STEP 1
Plants/Plant Products and Regulated Articles shall upon importation into Nigeria, be subjected to inspection by an Authorised Plant Quarantine Inspector.

STEP 2
Authorised Plant Quarantine Inspector will verify that the consignment of plants/plant products is accompanied by an Import Permit and in some cases Phyto sanitary Certificate of Country of Export.

STEP 3
An authorised Plant Quarantine Inspector may agree to carry out inspection at the final destination after ascertaining that the container is properly sealed with prescribed markings, and upon approval by Customs for the container to be transferred to the facility of the consignee.

STEP 4
If upon inspection carried out, authorised Plant Quarantine inspector verifies that the documentation and consignment comply with the Phytosanitary requirements as stated in the Import Permit, he will issue a Phytosanitary inspected and Released Certificate.
Import Clearance at Port of Entry...continued

STEP 5
If upon inspection, the authorized Plant Quarantine Inspector determines that the imported consignment is not accompanied by any relevant documentation for Plant importations or does not meet Phytosanitary requirements established in the Import Permit, or presents any risk for the introduction or spread of pests, the imported plant/plant products will be subjected to:

- Laboratory tests ±5 working days
- Appropriate treatment for disinfection/disinfestation.
- Re-exportation
- Confiscation, or
- Destruction by a means to be specified at the importer's expense.

STEP 6
If upon inspection or as may be stated on the Import Permit, the Authorised Plant Quarantine Inspector determines that a consignment of plants/plant products requires further Phytosanitary Screening, he/she will direct that the Consignment is moved straight to NAQS Post Entry Quarantine facility.

STEP 7
Consignment moved into Post Entry Quarantine facility, will be released after appropriate Phytosanitary Screening/treatment.

Export of Plants/Plant Products

STEP 1
Apply for Phytosanitary Certification for export or re-export of plants, plant products or regulated articles through the Coordinating Director to the Director Plant Quarantine.

STEP 2
Complete application form on Agric. Form 48 and provide following information:

- Company registration number with Nigeria Export Promotion Council.
- Name and Address of Exporter
- Details of plants/plant products intended for export.
- Name and address of consignee in the importing country.

STEP 3
Inspection of consignment or storage where consignment will be packed, and treated with appropriate fumigants.

STEP 4
If approved, a Phytosanitary Certificate will be issued to conform with import requirements of the country to which the plant product will be exported.
Re-export of Plant/Plant Products

STEP 5
Where consignment subject of application is one imported into Nigeria, and sought to be exported to another country, NAQS shall issue a letter forwarding the re-export of the imported consignment, only if it is satisfied that the importing country’s regulations are met.

STEP 6
If such an imported product is found infested or contaminated, NAQS shall issue a Phytosanitary Certificate indicating the country of origin instead of a forwarding letter.

STEP 7
When a consignment imported into Nigeria, is meant for a neighbouring country, Authorized Plant Quarantine Inspector will inspect and obtain copies of all relevant documents including Phytosanitary Certificate and accompany the consignment to the nearest border post between Nigeria and the neighbouring country.

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Procedure for Export of Animals/Animal Products.

STEP 1
Apply for and obtain export permit from the chief Veterinary officer (CVO), Federal Ministry of Agriculture and Rural development, Area 11, Garki, Abuja.

STEP 2
Notify Nigeria Agricultural Quarantine Services (NAQS) of Export Permit details.

STEP 3
Notify NAQS of the departure date for necessary quarantine measures before export at the quarantine facility before export.

STEP 4
Declare animal / animal product or consignment including accompanying documents at the point of exit for NAQS inspection and certification.

STEP 5
If compliant, allow for Exit, if not, detain until all that is necessary is done or certification is refused.

For information on Importation of Plants/Plant Products, refer to Nigerian Agricultural Quarantine Services (NAQS) SOP Available at https://www.naqs.gov.ng
Importation of Aquatic Resources/Products

1. Apply on company letter head to The Coordinating Director NAQS, Attention Director, Aquatic Resources Quarantine and show intent to import aquatic live fish, the scientific and common/local name of the species to be imported, the quantity, total weight and mode of transportation, with Certificate of registration, CTC of Memart, valid import permit, health certificate from country of origin. Certificate must show that the import is free from area of contagious diseases, parasites, pests, pathogenic organisms and diseases.

2. At importers cost, the authorized quarantine inspector undertakes source of origin inspection before any import permit can be issued to a prospective importer.

3. NAQS Inspects intended holding facilities (farm, tanks, ponds etc) for aquatic resources and all related documents.

4. Importer submits a written note to NAQS indicating expected date of arrival, port of entry and mode of transportation.

5. Importer provides sample of import for quarantining by NAQS.

6. Importer completes every column in the DATA Form for every import.

7. NAQS monitors aquatic (Live fish) import for the next three years.
IMPORTATION OF LIVE FISH

Pre-Arrival

- All imports of aquatic resources must be subjected to quarantine regulations in accordance with food safety and biosecurity requirements such as:
  - Inspection of Quarantine Approved places
  - Availability of Biologics
  - Issuance of Facility Status Clearance (FSC)

Arrival

- Inspection of quarantine seal
- Physical observation of products
- Assessment of water quality 6.5-3

Sample Collection

- Collection of fish samples according to fish species indicated
- Analysis of qualities of current water
- Special feed (antibacterial and antiviral feed supplements)

Quarantining of Live Fish

- Activation of the Franc-Greco quarantine tank upon the arrival of live aquatic products
- Introduction of fish sample into quarantine tank
- Monitoring of newly introduced fish samples for a period not less than 14 days

Laboratory Analysis

- Analysis of the current water parameters such as temperature, pH values, salinity content, turbidity and water hardness, presence of carbon dioxide gases, ammonia and nitrite compounds.
- Microbiology
- Feeds
  - Feed composition
  - Mycotoxin analysis
  - Others
Quarantine Integrity Certificate (QIC)

NAQS issues Quarantine Integrity Certificate after all observations on quarantining and laboratory results are confirmed satisfactory.

Procedure for Export of Aquatic Resources/Products

**STEP 1**
Limited liability Company applies to export aquatic resources products on its letter heading, addressed to The Coordinating Director Nigeria Agricultural Quarantine Service, Abuja. Attn: Director, Aquatic Resources Quarantine.

**Application should indicate the following:**
- Scientific, common and local names of the species for export.
- The total number of aquatic resources and
- The mode of transportation out of the country.
- Application should be accompanied by CTC of Memarti, Certificate of Registration.

**STEP 2**
If satisfied NAQS approves application and issues Export Permit

**STEP 3**
NAQS inspects the product and issues Sanitary/health certificate.

**STEP 4**
Conduct inspection of Quarantine Facilities periodically and as a condition for the renewal of export permit. Submit evidence of repatriation of proceeds of export for renewal of export license.

**STEP 5**
Exporters complete inventory data format at the point of exit.

**STEP 6**
Exporter completes documentation and analyses Form D.
Protocol for Intended Export of Aquatic Animals/Products

STEP 1
Source of origin inspection i.e. quarantine inspection of the production site and processing facilities of the commodities for exports.

STEP 2
Commodity isolation

STEP 3
Monitoring programme

STEP 4
Offer of option for export permit

STEP 5
Documentation of International Health Certificate, Radioactive free certificate and application for aquatic resource export permit.

STEP 6
Inspection compliance audit such as:
- Handling and packaging
- Sanitary audit of consignment
- User fee charges at Exporter’s expense
- Way-bill
- Package label

STEP 7
Issuance of Bio-security Clearance Certificate

Requirements for Parcelling of Aquatic Products for Research in Foreign Institutions

STEP 1
Submit application letter on headed papers of the Institution addressed to The Coordinating Director, Nigeria Agricultural Quarantine Service, Abuja. Attn: Director, Aquatic Resources Quarantine stating the following:

STEP 2
A letter of authorization to carry out the Research from the Institution
Requirements for Parcelling of Aquatic Products for Research in Foreign Institutions... CONTINUED

STEP 3
NAQS issues certificate of being radioactive free

STEP 4
An Export permit fee is charged for a quarantine permit to parcel aquatic product out of Nigeria.

Procedure for Export

STEP 1
Registrations/Pre-conditions for export:
- Registration with Corporate Affairs Commission (CAC) ([www.cac.gov.ng](http://www.cac.gov.ng))
- Registration with NEPC before commencing export operations (see NEPC export guidelines in Nigeria - [www.nepc.gov.ng](http://www.nepc.gov.ng))
- For Agricultural products: (see [www.naqs.gov.ng](http://www.naqs.gov.ng)) submit Export application to Nigerian Agricultural Quarantine Services (NAQS) for inspection purposes.
- For Solid Minerals, obtain export license from Mines Inspectorate Division of the Federal Ministry of Mines and Steel Development (See [www.fmi.gov.ng](http://www.fmi.gov.ng))

STEP 2
Exporter obtains, fill out blank NXP Form and submit to bank with Proforma invoice attached:

STEP 3
The Bank verifies and validates the form (From collection of blank NXP Form to Bank verification)

STEP 4
Exporter makes NESS Export Fees Payment to either of three nominated companies through the nominated bank. (one hour)

STEP 5
Exporter downloads and completes Request for Information (RFI) Application Form from the particular inspection company to whom you have paid.

STEP 6
Procedure for Export ... CONTINUED

**STEP 7**  
Exporter fills in the Certificate of commodity export and submit same to FMITI for endorsement (Blank Certificate of Commodity Export is obtained from FMITI)

**STEP 8**  
Exporter selects and books Shipping Line of choice except already nominated by buyer

**STEP 9**  
Shipping line secure fumigation of container by terminal Operator and give evidence to exporter freight forwarder.

**STEP 10**  
Freight forwarder arranges for haulage and takes containers to the Exporter's warehouse

**STEP 11**  
Stuffing of the containers takes place at the warehouse in the presence of an official of NCS and representatives of authorized inspection agent for the zone.

**STEP 12**  
Seal Containers with company seal at the warehouse in the presence of NCS and designated inspection agent.

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Pre-Shipment Inspection for Non-Oil Products:

**STEP 1**  
Exporter requests inspection indicating location of warehouse

**STEP 2**  
Zonal Inspection agent schedules an Inspection Process

**STEP 3**  
Zonal Inspection agent inspects the goods at the warehouse before stuffing into the container

**STEP 4**  
Zonal Inspection agent issues Clean Certificate of Inspection (CCI) after inspection

**STEP 5**  
Federal Produce Inspection Service fumigates the container before issuance of Fumigation Certificate

**STEP 6**  
NAQS also supervises the cargo fumigation process and issues Phytosanitary certificate

**DURATION**  
2-3 Days
**Export Goods Declaration for Non-Oil Products:**

**DURATION**: 1 Day

**STEP 1**: The freight forwarder and Customs clears the containers by processing SGD/Shipping note and submit Joint Examination Form to NCS Export seat.

**STEP 2**: Freight Forwarder submits copy of the Customs cleared documents to the shipping line.

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**Export Goods Release**

**DURATION**: 1 Day

**STEP 1**: Agent submits relevant documents to Customs for clearance.

**STEP 2**: Customs verifies and validates the documents.

**STEP 3**: If satisfied NCS endorses and stamps the shipping note and issues Customs clearance.

**STEP 4**: Agents receive the Custom clearance and debit note.

**STEP 5**: Agents make a payment to a designated bank for debit note charges.

**STEP 6**: Agents submit the deposit slip to the Terminal Operator.

**STEP 7**: Terminal Operators prepares the export tally sheet and dispatch to the area where the nominated ship is loaded.

**STEP 8**: Terminal Operator issues a receipt.
Export Goods Release ... CONTINUED

STEP 9
At the point of loading, the terminal operator and the shipping company verify the goods recorded on the tally and loaded into the ship.

STEP 10
The shipping line endorses the tally sheet to confirm receipt of cargo.

STEP 11
The shipping line issues the bill of lading to the agent.

Procedure for Export Shipment:

**DURATION**
3 - 5 Days

STEP 01
Vessel arrives at Port

STEP 02
Consignment loaded onboard

STEP 03
Sailing of vessel
Export Cargo Declaration

**DURATION 1 Day**

**STEP 01**
Shipping line uses bill of lading and SGD export to prepare manifest

**STEP 02**
Shipping line submits the outward manifest to Customs Processing Centre (CPC)

**STEP 03**
CPC endorses the outward manifest and do internal circulation

**STEP 04**
Customs enforcement monitors the goods to carrier

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Export Post-Shipment Documentation

**DURATION 3 Days**

**STEP 01**
Declaration of shipment to the buyer/principal upon confirmation of vessel sailing

**STEP 02**
Obtain bill of lading and other shipping documents from the shipping line

**STEP 03**
Prepare the Final Invoice

**STEP 04**
Send documents to the buyer
CUSTOM INSPECTION/LOADING ADVISE

There are 2 Customs inspection processes which determine the delivery route of each container.

STEP 1
Nigeria Customs advise Terminal Operator on containers to be examined electronically.

STEP 2
Terminal Operator's documentation team confirms scan advise, original copy of line delivery order, agents ID card, Terminal Operator payment and issues loading order after obtaining copies of all the sighted documents on arrival of customer.

STEP 3
Customer hands over loading order issued to him by Terminal Operator to his truck driver.

STEP 4
Truck driver presents loading order at the Terminal Operator's in-gate.

STEP 5
Gate clerk at Terminal Operator's in-gate prepares pickup ticket with container location in the terminal and hands over to driver.

STEP 6
Truck driver drives into the terminal and the equipment operator confirms container via the pickup ticket, VMP and batch number the driver has and load same container on truck.

STEP 7
Truck driver drives to the scan site but stops at the pinning station to lock truck twist and also check condition of container.

STEP 8
If truck driver observes any condition on container that needs to be remarked, he pulls over and reports to shift manager who inspects and remarks accordingly.
STEP 01
Customer books for examination of container against physical inspection by Customs after TO’s payment are confirmed within 2 hours.

STEP 02
Terminal Operator positions container for Customs inspection (within 24 hours of booking).

STEP 03
Customer approaches Terminal Operator’s documentation office for loading order.

STEP 04
Terminal Operator returns container to the stack after inspection.

STEP 09
Container is scanned by Nigeria Customs and exit transmitted to Terminal Operator.

STEP 10
Customer comes back to Terminal Operator and Customs exit is printed, stamped and issued to customer.

STEP 11
Customer hands the advice to his truck driver to drive to Terminal Operator out gate.

STEP 12
At the exit gate, gate clerk confirms container and issues EIR (Equipment Interchange Report document) and the driver, truck and container exit the terminal. This process should not be more than three hours.
**PHYSICAL INSPECTION LOADING** ... continued

**STEP 05**
Documentation staff confirms Customs exit transmission in the system and prints out a copy, stamps and hand over to customer.

**STEP 06**
Terminal Operator’s documentation staff confirms shipping line loading order, terminal operator’s payment, Customs exit and Issues delivery advice to customer.

**STEP 07**
Customer hands over loading order issued to him by Terminal operator to his truck driver.

**STEP 08**
Truck driver approaches Terminal Operator’s in-gate and presents loading order his contracting agent gave him.

**STEP 09**
Gate clerk at TO’s in-gate prepares pick up ticket with container location in the terminal and hands over to driver.

**STEP 10**
Truck driver drives into the terminal and the equipment operator confirms container via the pickup, VMP and batch number the driver has and load same container on truck.
IMMIGRATION TREATMENT OF PERSONS
EMBARKATION:

Embarking passengers are to present themselves to an immigration officer and answer such question and/or present such documents for examination as the Immigration office may deem necessary in order to determine the conditions under which they are to leave Nigeria.

DISEMBARKATION:

**STEP 1**

Shipping line/agent makes pre-arrival report of the crew and passengers to the NIS office of the port using the designated format.

**STEP 2**

**Arrival:** On arrival of ship, and arrival of Joint Boarding Team on board, Master of ship shall submit amongst other required documents two copies of crew manifest to Immigration Officer. The required documents are as follows:

1. Crew/passenger list duplicate;
2. List of ports of call on inward journey;
3. List of disembarkation passengers showing the port of embarkation;
4. List of crew/passengers in transit showing the Port of embarkation and intended port of disembarkation.
5. List of all persons on board including stowaways.

**STEP 3**

All persons who have embarked on a port outside Nigeria are required to report before an Immigration Officer who is part of the Joint Boarding Team.

**STEP 4**

Disembarkation Procedure: Each crew/passenger wishing to enter Nigeria is required to complete a disembarkation card and produce:

1. Passport/seaman's ID document;
2. Valid Entry Permit/Visa where applicable for examination (on board).
**STEP 5**

**Passenger in transit**: After examination by an Immigration Officer, Crew and Passengers may be granted or refused a Shore Leave. When granted passport, will be endorsed accordingly.

The Captain or master may be required to produce seafarers employment agreement of any or all the crew members for the purpose of ascertaining whether the crew members are eligible to remain in Nigeria territorial water or not

**NB**: Only as Entry requirement not on departure.

**STEP 6**

Immigration Officer notifies crew/passengers in transit who has been refused shore leave of the refusal in writing and communicates same to Ship Master within the time allocated for joint boarding.

**STEP 7**

**Prohibited Immigrant**: Any person found and determined to be a Prohibited Immigrant shall be informed in writing of the finding along with the master of the ship, and shall not be permitted to land.

**STEP 8**

If already permitted to land for examination such a prohibited person shall be escorted back to the ship, once confirmed to be a prohibited person.

**STEP 9**

Where there is reason to detain a prohibited Immigrant, whose entry has been refused, he shall be detained in such manner as the Immigration Officer directs, pending his departure from Nigeria.
Seaman Arriving in Nigeria to Sign On- On Vessels in Nigerian Ports

Two categories:

Persons joining a foreign vessel registered outside Nigeria:

STEP 1
Present passport and show a letter from the agents of the vessel confirming that he is joining a vessel in Nigeria port.

STEP 2
Complete a disembarkation card.

STEP 3
Immigration issues a transit pass to proceed to the port in Nigeria at where he intends to sign-on on the vessel.

STEP 4
Present passport/seaman’s ID/ seaman’s discharge book and departure card to sign on to the ship.

Persons boarding Ships registered in Nigeria including vessels operating wholly or partly in Nigerian waters and are based in a Nigeria Port.

STEP 01
Present valid entry permits (commonwealth citizens) or valid visas for residence, (in case of Aliens) to Immigration on Board.

STEP 02
Complete a disembarkation card.

STEP 03
Present valid passport-visa/entry permit and or seaman's discharge book and departure card to sign on to the ship.
PORT HEALTH TREATMENT OF PERSONS
Procedure for Screening of Passengers and Crew by Port Health Service

Screening of Crew on a Ship:

**STEP 2**  
PHO visually observes for signs and symptoms of diseases

**STEP 3**  
PHO refers to clinic if sign(s) or symptoms of public health risks are noticed

**STEP 4**  
Clerk to obtain information on probable exposure

**STEP 1**  
PHO screens the ICVP validity