



How-To Guide on Business Registration & Compliance in Nigeria



7

Obtain RC or BN Number.
Then pick up Certificate and
CTC of registered documents



6

Upload scanned form &
supporting documents



5

Download completed form
and sign



4

Pay assessed CAC Fee &
Stamp Duty costs online



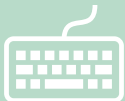
3

Complete e-registration
form



2

Check availability &
reserve name



1

Create an account on
services.cac.gov.ng



Easy steps to
register your
business in
Nigeria



7

Obtain certificate



6

Attend inspection



5

Attend inspection advisory



4

Submit application



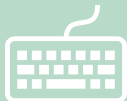
3

Obtain receipt



2

Obtain debit note & pay inspection fee



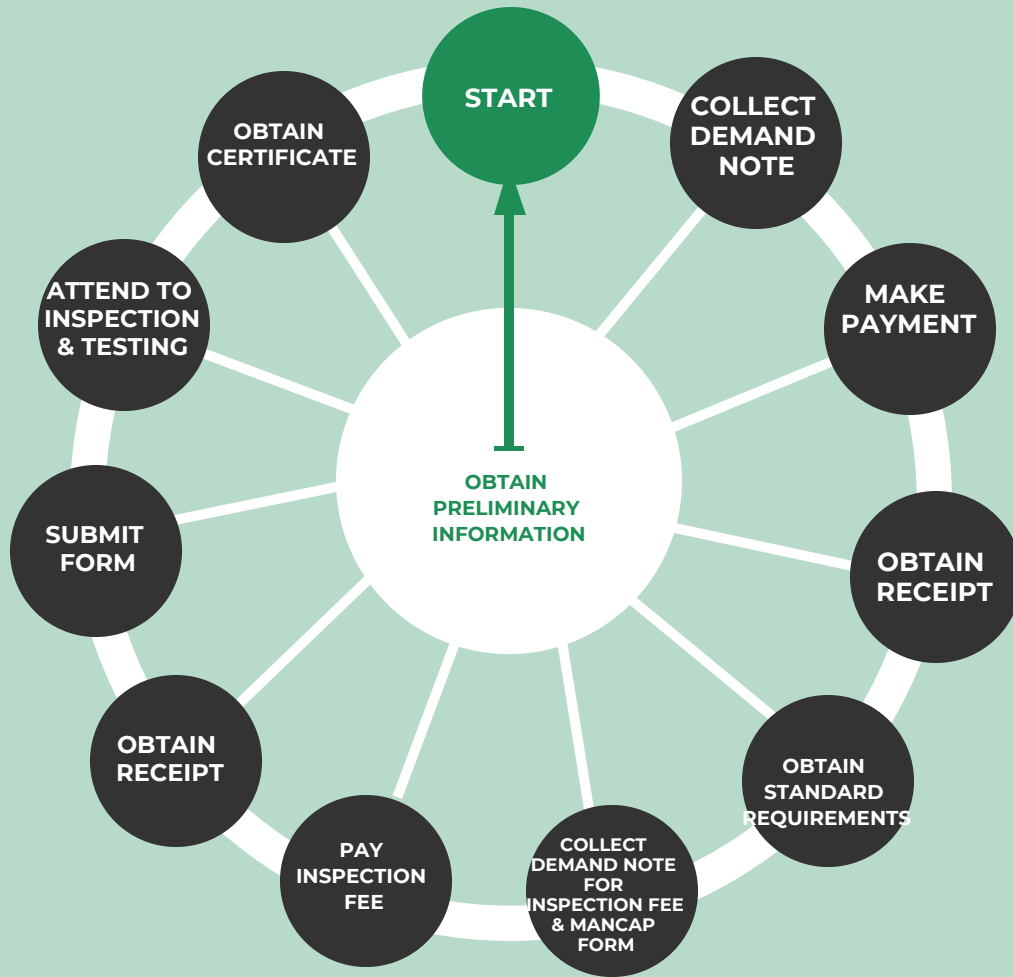
1

Request advisory information



NAFDAC Registration & Certification

SON Mandatory Conformity Assessment Program



START

Recruit a licenced Customs agent (optional)

Contact Airline/Shipping Line

Make customs declaration on NICIS 2

Access Cargo Warehouse/Terminal & attend preliminary examination

Pay freight fee and obtain WayBill/Bill of Lading

Get payment order from the handling company

Pay Fees to handling company/terminal operators
NPA/FAAN

A joint inspection by NCS, NAQS, NAFDAC, SON,
NDLEA, NPF, DSS, Anti-bomb squad

Get NDLEA Clearance certificate

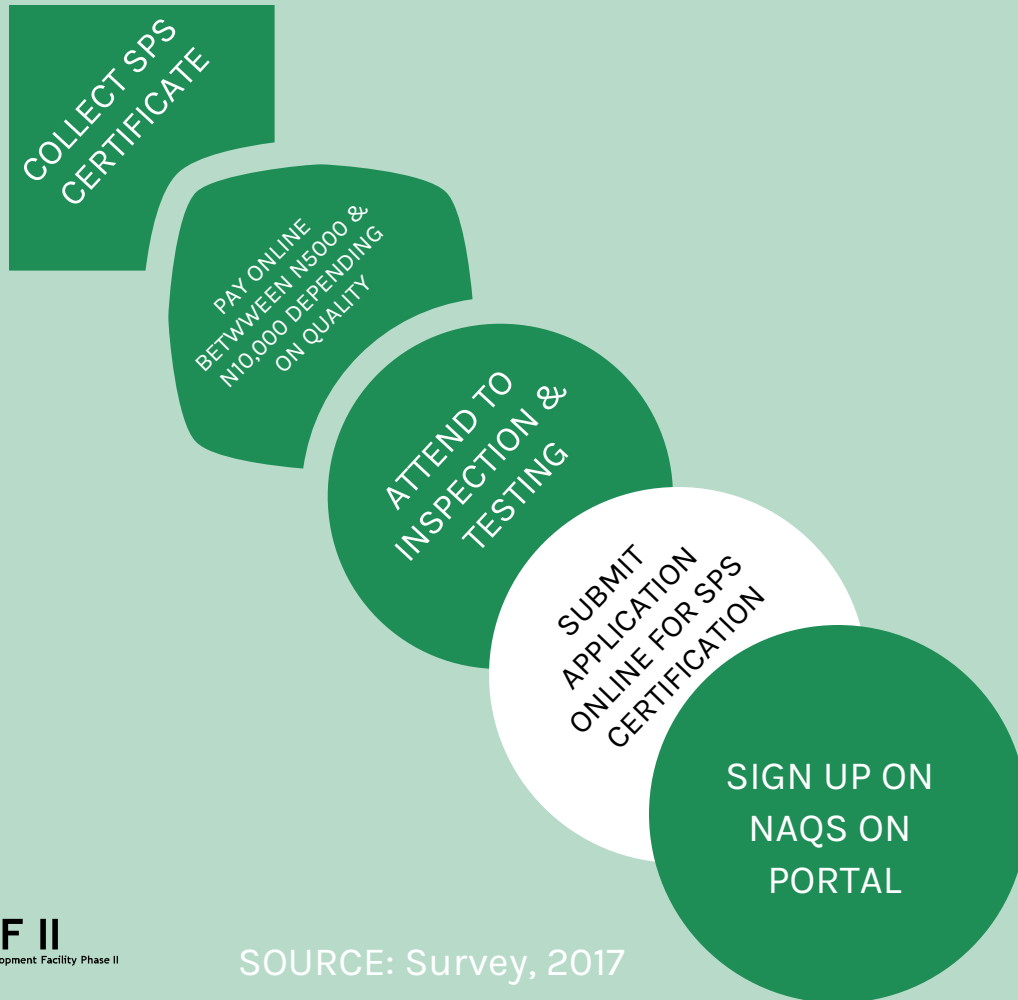
Get NCS Release

NPA/FAAN security screening/scanning. Goods
move to sterile area

END

**FOLLOW
THIS
PROCESS
TO SHIP
YOUR
GOODS
AT THE
AIRPORT/
SEAPORT**

NAQS CERTIFICATION PROCEDURE FOR AGRICULTURAL EXPORT





Sign up on the NEPC website (www.nepc.gov.ng)



Complete e-registration & pay for a new certificate



Get exporter registration certificate



REGISTER WITH NEPC



COMMERCIAL BANK

20 mins



FILL OUT NXP FORM ONLINE



PAY NESS FEES
0.5% FOB



SUBMIT NXP FORM



ACCREDITED PRIVATE INSPECTION AGENTS

10 mins



SUBMIT REQUEST FOR INFORMATION (RFI)

24 hrs

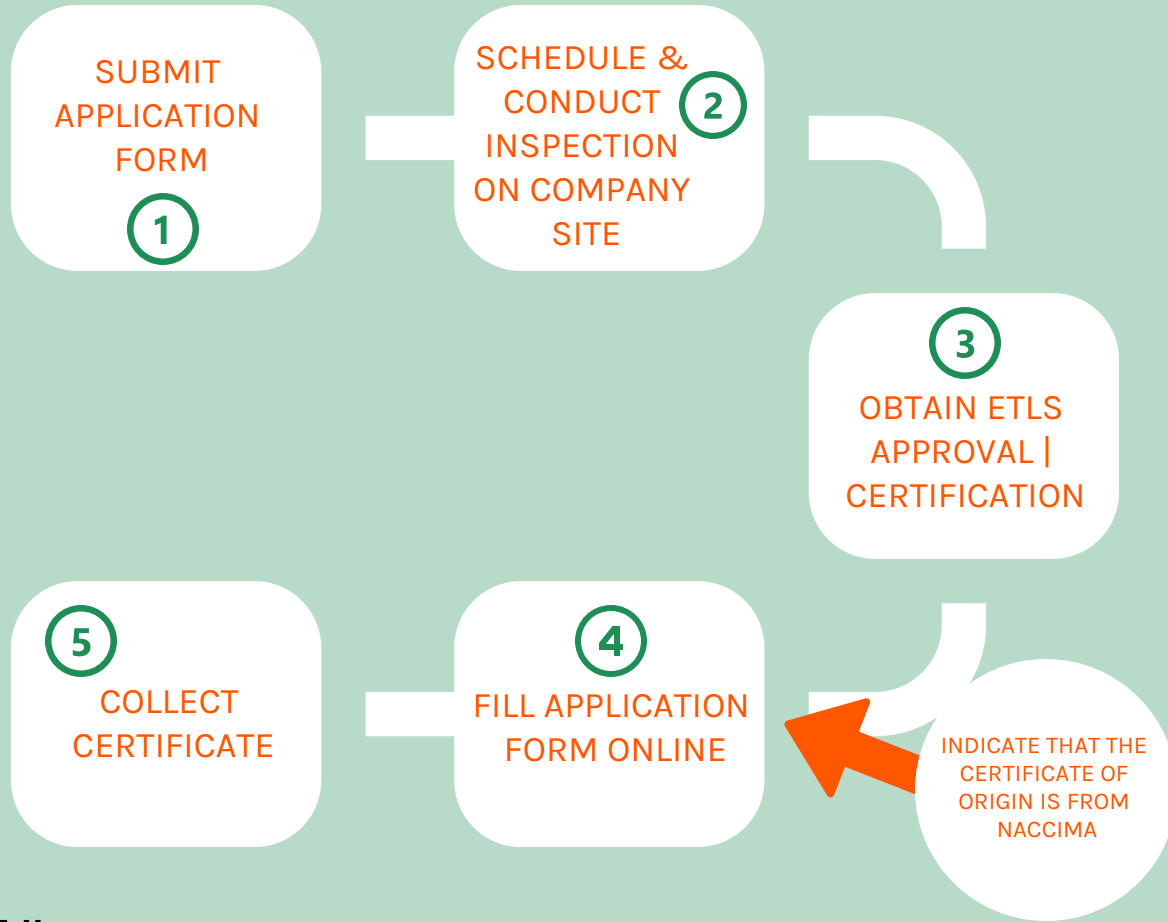


ATTEND INSPECTION OF GOODS



OBTAIN CLEAN CERTIFICATE OF INSPECTION

REGISTRATION ON THE NIGERIAN EXPORT SUPERVISION SCHEME



REGISTRATION ON ETLS Ministry of Foreign Affairs