

## **THE TRADE INFORMATION DEPARTMENT**

The Trade Information Department in furtherance to fulfilling the mandate of the Council is responsible for registration of exporters and issuance of the Exporters' Registration Certificates to companies who have satisfied the conditions and requirements stipulated.

The E-Registration Unit is one of the Units in the department saddled with the task of registering exporters for the Council.

The current E-registration platform known as the **“NEPC Exporters' E-Registration Platform (NEEP)”** was launched on the 3rd of April, 2017 and only companies registered after this date are eligible for renewals. All companies registered before this date with expired certificates will need to migrate to this current platform by registering afresh for a new certificate.

The E-Registration Unit also performs the following functions:

- Undertakes the registration of companies who have duly completed the online application forms on the NEPC Exporters' E-Registration Platform (NEEP) and made payments as generated on the Remita Retrieval Reference (RRR) Platform.
  - Disseminates information on guidelines, step by step process on how to register online and obtain the Exporters' Registration Certificate.
  - Validate and Approve documents scanned and uploaded through the Corporate Affairs commission platform.
  - Provide information to exporters who made enquiries through the Council's emails, telephone calls and personal visits to the Office on issues relating to how to register to obtain the Exporters' Registration Certificate.
  - Maintain a comprehensive database of Nigerian Registered Exporters.
  - Offers easy, transparent and traceable online registration.
- Features of the NEEP
- Online generation of the Exporters' Registration Certificate
  - Electronically generated Single Signatory

- Issuance of **e-Certificate** through applicant's user accounts on the E-Registration Portal

### **REQUIREMENTS FOR OBTAINING EXPORTERS' REGISTRATION CERTIFICATE FROM NEPC**

Anyone willing to engage in export business is required to register with the Nigerian Export Promotion Council (NEPC). You can only register as an exporter via the online E-Registration Portal, known as "NEPC Exporters' E-Registration Platform.

### **GUIDELINES & PROCEDURES**

There are documents required for completing the full registration process. The required documents depend on the type of business entity statutorily allowed to register and obtain Exporters' Registration Certificate. These include the following:

- i. Limited Liability Company
- ii. Co-operative Society
- iii. Government Organization
- iv. Non-Government Organization

#### **DOCUMENTS FOR LIMITED LIABILITY COMPANY**

- Certificate of Incorporation (issued by the Corporate Affairs Commission)
- Certified True Copy of Memorandum and Articles of Association
- Current Certified True Copy of Form CAC 1.1 – "Section C" (Particulars of Directors). This is formerly known as: Form C07 or Form CAC 7.

#### **Note:**

**Export should be stated as one of the objects for which the Company is established in the Memorandum.**

#### **DOCUMENTS FOR CO-OPERATIVE SOCIETY**

- Certificate of Registration (issued by State Ministry of Commerce, Local Governments and Federal Capital Territory Area Councils)
- Bye Laws of the Society

#### **DOCUMENTS FOR GOVERNMENT AND NON-GOVERNMENT ORGANIZATION**

- Certificate of Registration (issued by the Corporate Affairs Commission)
- Constitution of the Government Organization and non-Governmental Organization

- Memorandum for Guidance of Applicant

**When you have all the documents at hand you can start the registration procedure on the E-Registration Portal via website - [www.nepc.gov.ng](http://www.nepc.gov.ng). Include all requested documents in your registration.**

To successfully register on the E-Registration Platform, the following should be remembered:

- The type of documents that any company would like to register with should be scanned into a flash drive in PDF format not more than 100kb for uploading on the NEPC Website.
- An Email Address for the Company registering is required to sign up/log in on the E-Registration Platform to complete the online forms.
- Feedback on the status of the registration will be sent back to the Email used to register on the platform.
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### **FEES & CHARGES**

Obtaining an Exporters' Registration Certificate involves some costs. Different charges apply for different situations:

- New Certificate Registration - ₦ 13,500
- Expired Certificate Renewal - ₦ 7,500
- Late Certificate Renewal - ₦ 12,500
- Lost / Mutilated Certificate - ₦ 12,500

### **PAYMENT METHODS**

There are several payment methods available for the online registration which includes:

- Nigerian local credit / debit cards
- International credit / debit cards
- Internet banking
- Payment at any Commercial bank branch in Nigeria through Remittal

## **PAYMENT CONFIRMATION**

After you have paid for your registration, you should always confirm the payment on the E-Registration Portal using the following steps:

1. Copy the Order ID from your certificate (see Transactions Log)
2. Input it in the field besides Get Status
3. Click on Get Status to confirm your payment
4. You will receive a notification of the status of your payment in the Email used for the registration process