



NIGERIAN EXPORT PROMOTION COUNCIL

Services Rendered

	The service that is rendered to the customer by NEPC	The specific obligation the customer must meet to entitle them to this service	Timelines for the delivery of service upon fulfilment of customer obligation	Applicable for delivery of service by NEPC	Website link/Email for further information on service requirements
S/N	SERVICES RENDERED TO CUSTOMER	REQUIRED DOCUMENTS FROM CUSTOMERS FOR SERVICE	SERVICE DELIVERY TIMELINES	FEES	WEBSITE LINK/Email FOR SERVICES REQUIREMENT/EMAIL
1	Registration of Exporters	<p>Documents for Limited Liability Company</p> <ul style="list-style-type: none"> •Certificate of Incorporation (issued by the Corporate Affairs Commission) •Copy of Memorandum and Articles of Association •Copy of Form CAC 1.1 – “section C” (Particulars of Directors) or Status report . This is formerly known as: Form C07 or Form CAC 7. •Board resolution to register company with the NEPC (Company Seal affixed) <p>Documents for Co-operative Society</p> <ul style="list-style-type: none"> •Certificate of Registration (issued by State Ministry of Commerce, Local Governments and Federal Capital Territory Area Councils) •Bye Laws of the Society •Board resolution to register company with the NEPC (Company Seal affixed) <p>Documents for Government and non-Government Organization</p> <ul style="list-style-type: none"> •Certificate of Registration (issued by the Corporate Affairs Commission) •Constitution of the Government Organization and non-Governmental Organization •Memorandum for Guidance of Applicant •Board of trustees resolution to register company with the NEPC (Company Seal affixed) 	24 workings hours	N13,500	www.nepc.gov.ng/ereg/exporter
2	Renewal of Exporters Certificate	Not required	24 workings hours	<p>Expired certificate renewal – N7,500</p> <p>Late certificate renewal (after Three months of expiry) – N12,500</p>	www.nepc.gov.ng/ereg/exporter

3	Administration of Export Incentives (Export Expansion Grant)	<p>Baseline Data Documentation</p> <ul style="list-style-type: none"> •Baseline forms (Form 1A, 1B, 1C & Annexures) •Additional Information (Analysis of turnover, Analysis of export sales showing conversion ratios, Analysis of cost of sales, Breakdown to addition of fixed assets) •Audited financial statements (Must include statement of value added) •Tax clearance certificate •Export expansion plan •Export schedule (current year) <p>EEG Application</p> <ul style="list-style-type: none"> •NXP form •Bill of Lading/Air Waybill/Road Waybill •Final/Commercial Invoice •Single Goods Declaration (SGD) •Bank Letter (Evidence of repatriation) •Clean Certificate of Inspection (CCI) •Non-Oil export data form •Certificate of manufacture (For merchants only) 	3 - 6 Months	Annual EEG accreditation N100,000	www.nepc.gov.ng
4	Spearhead the Participation of exporters in Trade fairs	Exporters Certificate, Products relevant to trade fair, Possession of certification(both mandatory and non mandatory), compliance to packaging and labeling requirements.	30 working Days	No fees	