



**NIGERIAN
SHIPPERS'
COUNCIL**



**Online Portal for Registration of
Regulated Port Service Providers and Users**

USER GUIDE





NIGERIAN SHIPPERS' COUNCIL

Online Portal for Registration of Regulated Port Service Providers and Users

User Guide

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INTRODUCTION

The Nigerian Shippers' Council Port Economic Regulation 2015 Part II Section 4(1) mandates the Council to register all Regulated Service Providers and Users operating at the Nigerian ports.

Thus, the Council has put in place an online registration portal that enables online platform or payment of fees and seamless upload of relevant documents. The Portal automates the submission and processing of applications for registration with the Nigerian Shippers' Council (NSC) and the issuance of Registration Certificate in real time.

The Regulated Ports Service Providers and Users include but not limited to the following:

- Government Agency
- Cargo Consolidators/De-consolidators
- Barge Operators
- Chandlers
- Freight Forwarders
- Clearing Agents
- Handlers/Truckers
- Logistics Service Providers
- Stevedoring/Warehousing
- Seaport Terminal Operators



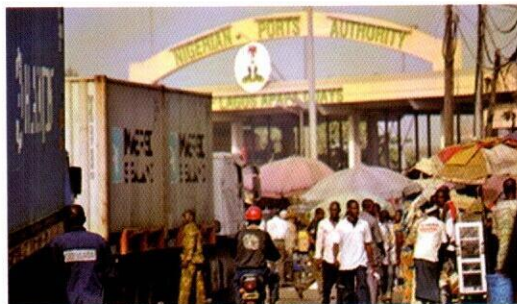
- Off-dock Terminal Operators
- ICD operators
- Shipping Agencies (Non-vessel Operators)
- Shipping Companies/Lines
- Importers and Exporters

FEE STRUCTURE

Once the application is submitted appropriate fees paid, and provided the applicant satisfies all registration requirements, the Registrar shall accept the application processes and issues a Certificate of Registration within 7 (Seven) working days.

Registration fees for each category are as follows:

- | | | |
|---|---|----------------|
| 1. Seaport Terminal Operators | - | N50,000 |
| 2. Shipping Lines Agencies | - | N50,000 |
| 3. Inland Container Depot/Dry
Port Operators | - | N50,000 |



4. Shipping Agencies (Non-Vessel

Operating Agencies	- N50,000
5. Cargo Consolidators/ De-consolidators	- N10,000
6. Off Dock / Bonded Terminal Operators	- N20,000
7. Freight Forwarders & Clearing Agents	- N10,000
8. Barge Operators	- N20,000
9. Hauliers	- N10,000
10. Stevedoring Companies	- N20,000
11. Shippers Associations	- N10,000
12. Cargo Surveyors	- N10,000
13. Jetty Operators	- N20,000
14. Corporate Shippers	N30,000
15. Individual Shippers	- N30,000
16. Other Service Providers and Users	- N10,000



ANNUAL RENEWAL OF REGISTRATION:

(Same as above)

NOTE:

The Nigerian Shippers' Council (NSC) reserves the right to review the above fees from time to time.

REGISTRATION PROCESS

Enter portal URL <https://registration.shipperscouncil.gov.ng> in web browser to access the Registration Portal.

- i. **Click Register** button on the Registration Portal landing page to create account
- ii. Fill account registration form and **Click Register** to create user account



- iii. User receives an activation link at registered email address and instruction to complete account creation.

To login:

- i. **Click Login** button on the Registration Portal landing page for applicants with user account.
- ii. Enter registered email address and password and click Login button to access dashboard



How to Reset Password

- i. **Click Forgot Password?** on Login Page to reset password.
- ii. Enter registered email and click Submit button to send activation link to email.
- iii. User receives an activation link at registered email address and instruction to reset password.



How to Change Password

- i. Go to the top navigation menu and click **Change Password** on My Account drop down menu to **change password**
- ii. Fill **Change Password** form and click **Change Password** to set new password.

How to Update Company Information

- I. Click **Profile button** on top right corner of the dashboard to update company information.
- ii. Alternatively, user may go to the top navigation menu and click **Company Profile** on **My Account** drop down menu.
- iii. Click **Update Profile** button on Company Profile tab to save **Company Profile** Information.
- iv. Click **Update Address** button on Company Address tab to save Company Address



How to Apply for Registration Certificate

- i. Click **Apply for Certificate** to go to **Application Form**
- ii. Alternatively, user may go to the top navigation menu and click **Apply button** on Applications dropdown menu to go to **Application Form**.
- iii. Select **NEW** for Application type in **Application Form**
- iv. Select Application Category from drop down list in **Application Form**
- v. Fill Application Form and clicks **Submit and Continue** button to generate Remita Retrieval Reference (RRR) for payment
- vi. Reference number is generated for new application
- vii. Click **Print** on **Payment Summary** page to print out **Detail of the Transaction**
- viii. User may go to the top navigation menu and click **My Applications** button on **Applications** dropdown menu to return to the new application whenever user signs in.



How to Renew Registration Certificate

- i. Click **Apply for Certificate** to go to **Application Form**
- ii. Alternatively, user may go to the top navigation menu and click **Apply** button on Applications dropdown menu to go to **Application Form**
- iii. Select **RENEW** for Application type in **Application Form**
- iv. Select **Certificate Number on Renewal Certificate Number** dropdown menu
- v. Clicks **Submit** and **Continue** button to generate Remita Retrieval Reference(RRR) for payment
- vi. Click **Print on Payment Summary** page to print out **Details of the Transaction**
- vii. User may go to the top navigation menu and click **My Applications** button on **Applications** dropdown menu to return to renew application whenever user signs in.



How to Pay Registration Fee

- i. Click **Pay Now** button **Payment Summary** page to go to Remita page
- ii. Click **Submit** button on **Remita** page to go to payment page
- iii. Select a payment option and make payment
- iv. Users making payment for a previously initiated application may go to the top navigation menu and click **My Applications** button on **Applications** dropdown menu to go to **My Applications** list
- v. Click **Make Payment** button on **My Application List** to go to **Payment Summary** page

How to View Payment Status for Application

- i. Go to the top navigation menu and click **My Payments** button on **Payments** dropdown menu to go to **My Payments** list



How to Upload Required Documents

- i. Go to the top navigation menu and click **My Applications** on Applications dropdown menu to view the status of applications on **My Applications list**
- ii. Click Upload Document button on **My Applications list** to go to Upload Document page
- iii. Click Upload File button to upload document.
Upload document in jpeg, gif,jpg, png or pdf file format. Document file size must not exceed 4 MB.
- iv. Click **Submit Document** button to send your application to the processing officer.

How to View the Status of an Application

- i. User go to the top navigation menu and click **My Applications** on Applications dropdown menu to view the status of their applications on **My Application List**



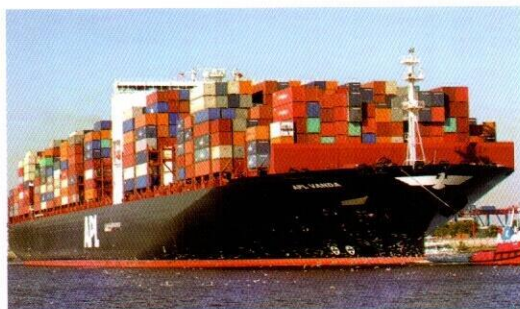
- ii. Click **Make Payment** button to pay **registration fee**.
- iii. Click **Update Document** button to upload required documents.
- iv. Click Delete to cancel registration.

How to View Issued Registration Certificate

- i. Click View Certificate on user dashboard to go to My Certificates list
- ii. Alternatively, user may go to the top navigation menu and click My Certificates to go to My Certificates list
- iii. Click Document Image to view Registration Certificate

How to View Company Documents

- i. Click Company Documents on user dashboard to view document list



- ii. Alternatively, user may go to the top navigation menu and click Company Profile on My Account dropdown menu. Click Company Document tab to view document list
- iii. Click Document Image to view company document

Note: Registration is on annual basis.

BENEFITS OF REGISTRATION

Registration with Nigerian Shippers' Council legalizes the operations of Service Providers at the Nigerian ports in compliance with provisions of Nigeria's Ports Economic Regulation, 2015.

It also affords service providers and users access to:

- NSC quarterly Circulars, online Magazines and publications on shipping and international trade
- Legal and regulatory advice/services, conventions on international shipping activities



- Education/Enlightenment services: workshops and seminars, capacity building programs aimed at equipping stakeholders to trade successfully
- NSC Complaints resolution services
- Cargo Defence Fund/services offering Legal/Technical Advice, loan to pursue litigation or arbitration, payment for risk management services, foreign legal representation, cover for specific risks as agreed, general risk management advice.
- Advocacy services: provision of alternative dispute resolution forum, e.g. conciliation, mediation and arbitration in preference to litigation.

SANCTIONS FOR NON-COMPLIANCE

- i. Withdrawal of Nigerian Shippers' Council services from defaulters, such as confirmation of demurrage, confirmation of reasonableness of freight rates,



- participation at NSC organised industry meetings, etc.
- ii. Cancellation of registration certificate/license to operate at Nigerian ports.
 - iii. Denial of access to the Council's complaints resolution mechanism.
 - iv. Blacklisting of defaulters i.e. delisting defaulting companies and publishing their names on National Newspapers.
 - v. Any shipping company or terminal operator that offers services to unregistered Port Service Provider or User will be sanctioned.
 - vi. Fines are to be prescribed as may be necessary.



For any enquiries, please contact us through the following:

email: registration@shipperscouncil.gov.ng

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NIGERIAN SHIPPERS' COUNCIL

*We anchor the nation's economy by creating a level playing ground
for efficient services at affordable cost in the maritime sector*

Our offices are spread across the nation

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Opp. Oando Filling Station,
Mokola, Ibadan, Oyo State

North Central

Co-ordinating Office:
7, Joseph Gornwalk Road,
Jos, Plateau State

North East Co-ordinating Office:

15, Ahmed Abdulkar Road,
Bauchi, Bauchi State

North West Co-ordinating Office

C78, Bajekoli Beside Shagaliuku
Restaurant off 300 Road,
Kano, Kano State

South South Co-ordinating Office:

32A, King Perekule Street,
GRA Phase 11
Port Harcourt, Rivers State

South East Co-ordinating Office

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Aba, Abia State

Abuja Liaison Office:

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