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:

S/N	Service Provider		New Rate (Naira)
1.	Terminal Operators	-	N300,000
2.	Shipping Line/Company	-	N300,000
3.	Shipping Agent	-	N150,000

3
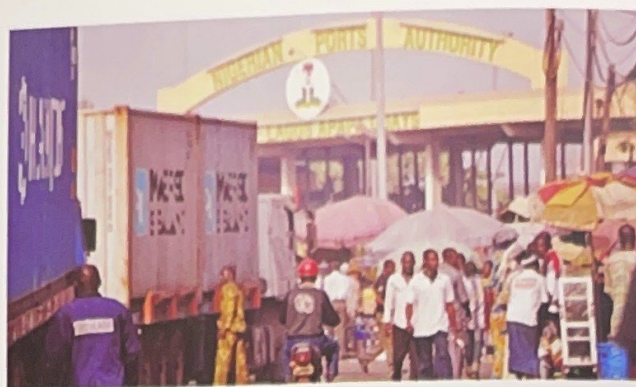
4.	Off Dock Terminal	-	N100,000
5.	Chandeliers	-	N100,000
6.	ICD Operators	-	N100,000
7.	Corporate Shippers	-	N 60,000
8.	Individual Shippers	-	N 20,000
9.	Shippers Associations	-	N100,000
10.	Stevedoring Company	-	N100,000
11.	Jetty Operators	-	N100,000
12.	Barge Operators	-	N 50,000
13.	Freight Forwarders	-	N 30,000
14.	Clearing Agency	-	N 30,000
15.	Logistic Service Providers	-	N 30,000
16.	Haulage Services	-	N 30,000
17.	Consolidators	-	N 30,000
18.	Other Service Providers	-	N 30,000

## 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 URLhttps://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
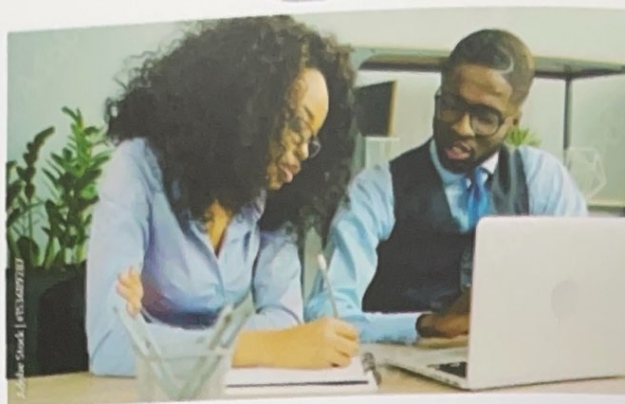
iii. User receives an activation link at registered email address and instruction to complete account creation.

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
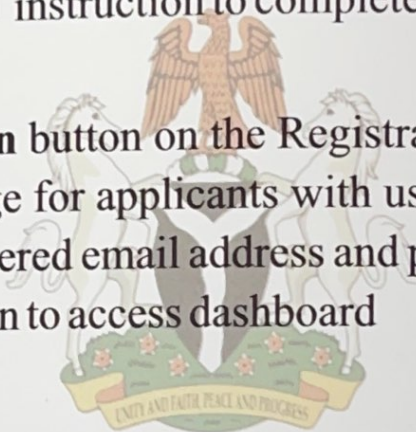
How to Reset Password

   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
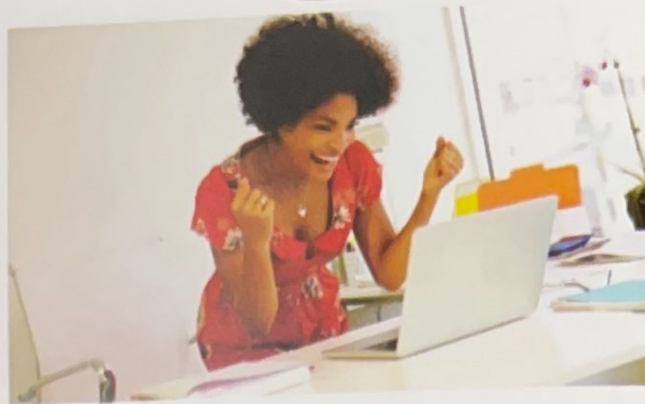
How to Apply for Registration Certificate

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 thetop 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

- To Comply with Part II Section 4(1) of NSC Port Economic Regulation 2015

- Receives circulars and publications from the Council

- Legal and regulatory policies, conventions on international shipping activities

- Information services on trade contract, shipping position, inland container depots, vessel information and cargo location at the ports, alternative routes for shipments, commodity and customer sourcin

- Advisory Services: economic policies rendered to shippers and government on matters that affect international trade by sea, air and land.
- Advocacy: option of conciliation, mediation and arbitration in preference to litigation.
- Education/Enlightenment: comprehensive education programme aimed at equipping importers and exporters to trade successfully through workshops and seminars.
- Other support services offered by the Council include Cargo Defence Fund which provides services such as Legal/Technical Advice, loan to pursue litigation or arbitration, payment for risk management services, foreign legal representation, cover for specific risks as agreed, quality information services, general risk management advice and provision of alternative dispute resolution forum.

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:

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