



# EXPORTER GUIDE TO NIGERIA

## 出口商指南-尼日利亚

**For the attention of importers:** This document is intended for exporters in order to explain how to comply with Nigeria and approved International/ National Standards. It is the responsibility of importers to inform exporters of the existence of the present procedure. Verifications are executed at origin on seller or exporter's initiative; therefore importers are not required to initiate any process in Nigeria.

请进口商注意: 本文意在向出口商解释如何遵守尼日利亚的以及认可的国际/国家标准。进口商有责任通知出口商目前最新的操作流程。验证由卖方或出口方申请, 在出口国执行; 因此进口商原则上不需要在尼日利亚执行任何的操作。

### 1. STANDARDS ORGANIZATION OF NIGERIA CONFORMITY ASSESSMENT PROGRAMME (SONCAP) FOR GOODS SHIPPED TO NIGERIA

#### 运输到尼日利亚货物的尼日利亚标准组织符合性评定程序 (SONCAP)

<b>PROGRAMME MANDATED BY</b> 强制计划的制定	Standards Organization of Nigeria (SON) 尼日利亚标准组织 (SON)
<b>STARTING DATE</b> 开始日期	1st of February 2013 2013 年 2 月 1 日
<b>APPOINTED COMPANIES</b> 执行公司	includes COTECNA Inspection S.A. and affiliated companies (hereinafter referred as Cotecna) <a href="http://www.exports-to-nigeria.com">www.exports-to-nigeria.com</a> 包括 COTECNA Inspection S.A 及其附属公司(下文用 Cotecna 指代) <a href="http://www.exports-to-nigeria.com">www.exports-to-nigeria.com</a>
<b>SELECTION OF INSPECTION COMPANY</b> 验货公司选择性	Exporter's choice 根据出口方选择
<b>SCOPE OF SONCAP PROGRAMME</b> 尼日利亚 SONCAP 验证范围	To verify that SON regulated products intended for importation into Nigeria conform to Nigerian Industrial Standards (NIS) and/or approved International Standards. Scope includes one or a combination of the following verifications: <ul style="list-style-type: none"> <li>- Documentation verification 文件审核</li> <li>- Laboratory testing 在出口国进行样品测试</li> <li>- Physical inspection in exporting country 在出口国进行货物物理检验</li> <li>- Factory audit 工厂审核</li> </ul>



<b>CONTACT IN NIGERIA</b> 尼日利亚办公室联系方式	<b>Cotecna Nigeria</b> RM. 12, Standards Organization of Nigeria Complex, Plot 13/14 Victoria Arobieke Street Off Admiralty Way, Lekki Phase 1 Lagos, Nigeria <b>Ade ADEDIRAN</b> <a href="mailto:ade.adediran@cotecna-nigeria.com">ade.adediran@cotecna-nigeria.com</a> +234 803 077 0071 <b>Irene SIDO</b> <a href="mailto:irene.sido@cotecna-nigeria.com">irene.sido@cotecna-nigeria.com</a> +234 803 534 5579
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## 2. PROCESS OF VOC (ON SHIPMENT BASIS) TO COMPLY WITH SONCAP REQUIREMENTS

### 为满足SONCAP要求之VOC程序(基于每票货物)

In order to clear their goods in Nigeria, importers need to have for every consignment of regulated products, a Product Certificate (PC) and a SONCAP Certificate (SC) issued by Cotecna. The PC is used to open the Form M while the SC is used to raise the Pre-Arrival Assessment Report (PAAR) for clearance of the good.

为了在尼日利亚顺利清关，进口商需要对每票货物提供由Cotecna出具的产品证书(PC)和SONCAP证书(SC)给予尼日利亚海关。产品证书(PC)用于申请Form M，而SONCAP证书用于获取抵港前评估报告(PAAR)以提高清关速度。

The SC can be obtained by exporters in the Country of Supply using three levels of Compliance called Routes. The choice of the route will depend on the nature of the products and its impact on the health and safety of consumers, the risk profile of the manufacturer, and the level of conformity met by existing certifications.

出口商可以在供应商国家(出口国)使用三个方式来取得SONCAP证书(SC)。方式的选择取决于产品的性质及其对消费者健康和安全的影响、制造商的风险预测和已获得的证书水平评估。

### 1. ROUTE A – For unregistered/Unlicensed products (Conformity Verification)

#### 方式A – 产品未经注册或者未许可（符合性验证）

This route towards obtaining the PC is advised only for infrequent exporters or traders.

此方式建议非经常性出口的出口商或贸易商使用

#### Step 1 – Issuance of Product Certificate (PC)

##### 步骤 1 - 出具产品证书 (PC)

The Product Certificate (PC), valid for six months is issued following inspection, sampling, testing to applicable Nigerian or approved International standards. Samples for testing are drawn from the shipment at the time of shipment inspection. The PC issued is valid for obtaining the SC for the applicable shipment only.

产品证书(PC)，是在产品通过检验，抽样，测试符合尼日利亚或被认可的国际标准后出具，有效期为6个月。测试样品必须出自出货检验时的货物。产品证书(PC)只针对该批货物获得SC有效。

#### Step 2 – Sample Testing

##### 步骤 2 - 样品测试

Submission of test report/documents issued from an accredited ISO 17025 laboratory or an approved laboratory as per Cotecna/SON's procedures. In the absence of test reports, samples to be taken for testing. The samples submitted for testing shall be drawn by Cotecna or drawn under Cotecna's supervision. Testing of samples should always be based on verification as per Applicable Nigeria, Regional, International or National standards.



提供的测试报告/文件必须来自 ISO 17025 实验室或被 Cotecna/SON 认可的实验室。若不能提供测试报告，必须抽样进行测试。样品必须由 Cotecna 或 Cotecna 监管下抽取。测试应始终基于适用的尼日利亚、地方、国际或国家标准进行。

### Step 3 – SONCAP Certificate (SC)

#### 步骤 3 - 符合性证书 (SC)

The SC is issued for the shipment following successful:

只有通过下列工作才能出具该批货物的 SC:

- Request for SC form duly completed  
完整填写 SC 申请表格
- Submission of a valid Product Certificate (Unregistered, unlicensed)  
提供有效的产品证书(未注册的、未许可)
- Consignment Inspection and witness of stuffing and affixing of seals for Full Container Load (FCL) – 100% loading supervision  
委托检验和见证集装箱整箱货物(整柜)的填料和粘贴封条
- Receipt of satisfactory final documents  
收到符合的最终文件

In the event of non-compliance with the testing and/or inspection requirements, the shipment shall be issued a Non Conformity Report (NCR).

如果发现不符合测试要求和/或检验要求，货物将被出具不合格报告(NCR)。

## 2. ROUTE B – For Registered Products (Registration and Conformity Inspection)

### 方式 B - 注册的产品 (产品注册和符合性检验)

Manufacturers/Exporters that have frequent shipment to Nigeria are suggested to apply for Product Certification under Route B if they have a Quality System in place in order to determine that the manufactured products are produced consistently over time with the same quality product.

若制造商/出口商有质量管理体系，以确保其能够一直生产同一质量的产品，并经常出运至尼日利亚。建议其使用方法 B 申请产品认证。

This route allows for registration of products following:

通过以下方式进行产品注册:

- Testing of the products to determine conformity with the applicable standards  
产品测试以确定其符合适用标准
- Assessment of the manufacturer's Quality System to ensure that the manufacturer has the necessary systems in place to produce consistently over a time the same quality product.  
评估制造商的质量管理体系，以确保制造商拥有必要的体系在这里一贯生产同等质量的产品。

### Step 1 – Product Certificate (Registered Status)

#### 步骤 1 - 产品证书 (注册状态)

The Product Certificate (Registered Status), valid for one year, is issued upon satisfactory assessment of the exporter's or the manufacturer's Quality System and collection of acceptable test reports.

产品证书 (注册状态)，有效期 1 年。在出口商或制造商的质量管理体系证书满意评估和收集可接受的测试报告后出具。

### Step 2 – Testing

#### 步骤 2 - 样品测试

Test Reports provided are acceptable as long as these are issued by an accredited ISO 17025 laboratory or an approved laboratory as per Cotecna/SON's procedures.

提供的测试报告只要由具有 ISO17025 的实验室或被 Cotecna/SON 认可的实验室出具均可以被接受。



### Step 3 – SONCAP Certificate (SC) 步骤 3 – SONCAP 证书 (SC)

The SC is issued for the shipment following:  
只有通过下列工作才能出具该批货物的SC:

- Request for SC form duly completed  
完整填写SC申请表格
- Submission of a valid Product Certificate (Registered)  
提供有效的产品证书(注册的)
- Selective Shipment Inspection with the witnessing of stuffing and affixing of seals for Full Container Load (FCL) at least for 40% of shipments per quarter.  
安排每季度至少 40% 的选择性装运检验、监装与锁柜 (针对整柜)
- Receipt of satisfactory final documents  
收到符合的最终文件

In the event of non-compliance with the testing and/or inspection requirements, the shipment shall be issued a Non Conformity Report (NCR).

如果发现不符合测试要求和/或检验要求, 货物将被出具不合格报告(NCR)。

### 3. ROUTE C – For Licensed products (Product Certification Systems) 方式 C - 许可的产品 (产品认证系统)

Manufacturers who have regular shipments to Nigeria and/or those who have demonstrated an excellent level of compliance under Route B are qualified to apply for Product Licensing under Route C. Salient features:

如果出口商有定期出货到尼日利亚和/或在方式B中拥有优秀的遵守程度有资格申请方式C的产品许可。

- Product evaluation and licensing to applicable standards (NIS or approved equivalents)  
产品评估和许可的适用标准(尼日利亚或被认可的标准)
- Selective Consignment Inspection  
选择性货物检验
- Witness of stuffing and affixing of seals for Full Container Load (FCL)  
监装和锁柜 (针对整柜)

Licensing of products is based on:

产品许可是基于:

- Detailed product evaluation (including testing)  
详细的产品评估(包括测试)
- Factory audit and regular surveillances  
工厂审核和定期监督

### Step 1 – Product Certificate (Licensed Status) 步骤 1 - 产品证书 (许可状态)

Product Certificate (Licensed Status), valid for one year, is issued upon satisfactory audit of the manufacturer's factory.

产品证书 (授权状态), 在制造商工厂通过审核后出具, 有效期为1年。

Manufacturers under Route B could be elevated to Route C based on good compliance history (minimum of four fully compliant transactions and two factory verifications).

方式B的制造商基于良好的符合性历史记录也可以提升到方式C (至少4个完全符合的交易和2个工厂验证)。



## Step 2 – Testing

### 步骤 2 - 测试

Type Test Reports provided are acceptable as long as these are issued by an approved laboratory or the manufacturer (witnessed by Cotecna). These should be for every product within the scope of the licensed Product Certificate.

形式测试报告是可以接受的，只要这些报告是由被认可的实验室或者制造商(由Cotecna证明)。每一款产品都应在许可产品证书的范围內。

## Step 3 – SONCAP Certificate (SC)

### 步骤 3 – SONCAP证书 (SC)

The SC is issued for the shipment following:

只有下列工作通过才能出具该批货物的SC:

- Request for SC form duly completed  
完整填写SC申请表格
- Submission of a valid Product Certificate (Licensed)  
提供有效的产品证书(许可的)
- Selective Shipment Inspection with the witnessing of stuffing and affixing of seals for Full Container Load (FCL) at least one shipment every six months  
安排至少半年度一次的选择性装运检验、监装与锁柜 (针对整柜)
- Receipt of satisfactory final documents  
收到符合的最终文件

In the event of non-compliance with the testing and/or inspection requirements, the shipment shall be issued a Non Conformity Report (NCR).

如果发现不符合测试要求和/或检验要求，货物将被出具不合格报告(NCR)。

## Definition of “Valid Conformity Document”

### “有效符合性文件”的定义

Exporter will submit to Cotecna “Valid Conformity Documents”, such as test reports, quality certificates and analysis reports. The testing of products shall be carried with emphasis on quality, performance and safety with regards to Route A (PCU), Route B (PCR), i.e. “essential requirements”, or on all the test parameters, i.e. “Type test”, with regards to Route C (PCL).

出口商需提供“有效符合性文件”，如：测试报告，质量管控证书，化学分析报告等。测试应该着重于与方式 A(PCU)，方式 B(PCR)关联的质量、性能以及安全，例如“基本要求”，或所有测试参数，方式 C(PCL)的“形式测试”

If they are not available, Cotecna will arrange for the necessary tests to be performed.

无法提供上或已失效时，Cotecna 将安排测试。

A conformity document is valid when it has been issued by:

当符合以下条件时，符合性文件视为有效:

- Third Party or in-house ISO/IEC 17025 accredited laboratory  
第三方或者具有 ISO/IEC 17025 的公认实验室出具
- Approved laboratory as per Cotecna/SON’s procedures  
由 Cotecna/SON 被认可的实验室出具

Testing shall be performed against applicable NIS, regional standards or approved equivalents, technical regulation or international standards as applicable.

测试应根据适用的尼日利亚标准、区域标准或被认可的同等标准、技术法规或适用的国际标准进行。



## PC / SC e-Portal Online Activation

### 产品证书/SONCAP 证书电子线上激活步骤

After a Product Certificate (PC) and a SONCAP Certificate (SC) are issued and successfully sent to SON from our platform, the importer will need to activate the certificates on the web portal of the Federal Government of Nigeria Single Window for Trade, so as to be detected on the Customs platform. The activation launches the certificates into the Nigerian Customs Service (NCS) system. In order to do this, the following steps need to be taken:

在产品证书(PC)和 SONCAP 证书(SC)从我们的平台成功地发送至尼日利亚联邦政府贸易网站后，进口商将需要在尼日利亚联邦政府贸易网站上激活证书，以便在海关平台上搜索。该系统发送证书至尼日利亚海关系统(NCS)。为此，需要采取以下步骤：

#### For PC:

##### 激活产品证书：

1. Visit <http://son.gov.ng/activate-product-soncap-certificate/>  
输入网址：<http://son.gov.ng/activate-product-soncap-certificate/>
2. Click on the Apply to Activate Product Certificate button  
点击按钮” Apply to Activate Product Certificate”
3. Complete the form by inputting the Certificate Number, the Importer Name, the TIN Number and the Importer Phone Number  
完整填写证书号码，进口商名称，TIN 号码以及进口商电话号码
4. Click on the SUBMIT button. Upon completion of the process, a pop-up message will confirm activation. To ensure it has been sent to the Customs/NICIS portal, the importer should do the following:  
点击按钮” SUBMIT”。完成处理后，弹出将确认激活消息。为确保已发送到海关/NICIS 平台处，进口商应采取以下操作：
5. Visit: <https://trade.gov.ng/son/search.do>  
输入网址：<https://trade.gov.ng/son/search.do>
6. Input the Certificate Number and click on the Product Certificate radio button  
输入整数号码和点击按钮”Product Certificate”
7. Click on Search to display the certificate  
点击按钮”Search”查找证书
8. Proceed with the Form M process.  
继续进行后续 Form M 申请程序

#### For SC:

##### 激活 SONCAP 证书：

1. Visit <http://son.gov.ng/activate-product-soncap-certificate/>  
输入网址：<http://son.gov.ng/activate-product-soncap-certificate/>
2. Click on the Apply to Activate SONCAP Certificate/Import Permit button  
点击按钮” Apply to Activate SONCAP Certificate/Import Permit”
3. Under Type of Activation, select SONCAP Activation for PAAR from the dropdown list
4. Complete the form by inputting the SONCAP/Certificate Number, the Importer Name, the TIN Number and the Importer Phone Number  
完整填写 SONCAP 证书号码，进口商名称，TIN 号码以及进口商电话号码
5. Click on the SUBMIT button. Upon completion of the process, a pop-up message will confirm activation. To ensure it has been sent to the Customs/NICIS portal, the importer should do the following:  
点击按钮” SUBMIT”。完成处理后，弹出将确认激活消息。为确保已发送到海关/NICIS 平台处，进口商应采取以下操作：
6. Visit: <https://trade.gov.ng/son/search.do>



输入网址: <https://trade.gov.ng/son/search.do>

7. Input the Certificate Number and click on the SONCAP Certificate radio button  
输入整数号码和点击按钮”SONCAP Certificate”
8. Click on Search to display the certificate  
点击按钮”Search”查找证书
9. Proceed with the PAAR process.  
继续进行后续 PAAR 申请程序

### 3. PRODUCTS REGULATED UNDER THE SONCAP PROGRAMME SONCAP 管控产品

All products other than those exempted are regulated under the SONCAP programme.  
所有产品除了那些被免除的以外都受SONCAP计划所管制。

### 4. PRODUCTS EXEMPTED FROM THE SONCAP PROGRAMME SONCAP 豁免产品

Products mentioned below:

产品如下:

- Food products 食品
- Drugs (Medicines) 药品
- Medicals other than equipment and machines 除了设备和机器的医药品
- Chemicals used as raw material by bonafide manufacturers 有信誉制造商生产化学原料
- Military wares & equipment 军事产品和设备
- Goods classified as contraband by the Federal Government of Nigeria  
被尼日利亚联邦政府列为违禁品的货物
- Used products other than automobiles 除二手汽车的其他二手产品
- Machinery or related spare parts for bonafide manufacturers who intend to use this for their own manufacturing purposes are advised to apply to the SON for SONCAP import permit  
有信誉的制造商打算使用机械或相关设备作为其自身制造目的, 建议直接向 SON 申请 SONCAP 进口许可。



## 5. FEES 费用

Process 流程	Description 描述	Fee Per Certificate 证书费用
<b>Registration and Licensing</b> 注册与许可证书	PC (U) - Product Certificate Unregistered (validity 6 months) - Single model PC-U -非注册产品证书 (有效期为 6 个月) - 单个型号	300 for 6 months per certificate 300 美金/每份证书, 6 个月有效期
	Additional model in PC(U) (7 USD/month) 在 PC(U)增加型号 (每个月 7 美金)	42 per model for 6 months 每个型号 6 个月 42 美金
	PC (R) - Product Registration (validity 1 year) - Single model PC-R -注册产品证书(有效期为 1 年) - 单个型号	300 per year per certificate 每份证书每年 300 美金
	PC (L) - Product Licensing (validity 1 year) - Single model* PC-L - 认可产品证书(有效期为 1 年) - 单个型号	1'300 per year per certificate 每份证书每年 1300 美金
	Additional model from the same product (when included in initial PC) 在相同产品里面增加型号 (在首次发行 PC 证书之时)	84 per year / per model 每个型号每年 84 美金
	Additional model from the same product (if included after the first release = amendment) - All type of PC 在相同产品里面增加型号 (在非首次, 即修改 PC 证书之时) -- 所有 PC 证书适用	7 USD per month per model for the remaining months 在剩余有效期内, 每个型号每月 7 美金
<b>Shipment Certification</b> 清关证书	SONCAP Certificate (SC) SONCAP 证书(SC)	300 per shipment 每船次 300 美金
<b>Others</b> 其他	Non Conformity Report (NCR) 不符合报告(NCR)	350 per shipment 每船次 350 美金
	Certificate Amendment 正本修改	100 per certificate 每份证书 100 美金
	New product on PCU, PCR and PCL PCU,PCR 与 PCL 里新增产品类型	300 USD 每种产品 300 美金

\* The fee for Product Certificate (Licensed) includes factory audit where applicable.

\* 在允许情况下, 以上关于许可证书 (PCL) 包含工厂审核费用

## 6. CONDITIONS 条款

- All costs incurred for presenting the goods for inspection, such as unpacking, handling, repacking, are borne by the exporter/seller.  
所有由验货产生的附带支出例如开包, 处理, 重新包装等费用均由出口商/卖方承担。
- If the goods do not conform to the requirements, fees for physical inspection, testing and Non Conformity Report issuance remain due to Cotecna.  
如产品不符合要求, 物理验货费用, 测试费用和不合格报告(NCR)的出具费用均需按正常收取, 不予退还。
- This programme is subject to the General Terms and Conditions of Cotecna ([http://www.cotecna.ch/COM/EN/terms\\_conditions.aspx](http://www.cotecna.ch/COM/EN/terms_conditions.aspx)).  
此计划操作的权利义务叙述适用 Cotecna 的通用条款规则。





## 7. ANNEXES 附录

ANNEXE 1 附录 1	<a href="#">SONCAP Non-Regulated Product List</a> <a href="#">SONCAP 豁免产品清单</a>
ANNEXE 2 附录 2	<a href="#">Cotecna Office Contact List</a> <a href="#">Cotecna 各大办公室联系方式</a>
ANNEXE 3 附录 3	<a href="#">PC &amp; SC Activation / PAAR Guidelines</a> <a href="#">产品证书&amp;SONCAP 证书激活流程</a>

COTECNA Commercial Offices and Laboratories Worldwide can be contacted through:

[www.exports-to-nigeria.com](http://www.exports-to-nigeria.com)

COTECNA 全球办公室与实验室的联系方式:

[www.exports-to-nigeria.com](http://www.exports-to-nigeria.com)

For further information, please check our website: [www.cotecna.com](http://www.cotecna.com)

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