



# EXPORTER GUIDE TO NIGERIA

**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.

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

<b>PROGRAM MANDATED BY</b>	Standards Organization of Nigeria (SON)
<b>STARTING DATE</b>	1 <sup>st</sup> of February 2013
<b>APPOINTED COMPANIES</b>	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>
<b>SELECTION OF INSPECTION COMPANY</b>	Exporter's choice
<b>SCOPE OF SONCAP PROGRAM</b>	To verify that SON regulated products intended for importation into Nigeria conform to Nigerian Industrial Standards (NIS) and/or approved International Standards. Scope includes, but not limited: <ul style="list-style-type: none"> <li>- Documentation verification</li> <li>- Testing of samples in exporting country</li> <li>- Physical inspection of shipment in exporting country</li> </ul>



## 2. PROCESS OF VOC (ON SHIPMENT BASIS) TO COMPLY WITH SONCAP REQUIREMENTS

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.

The SC can be obtained by exporters in the Country of Supply using three levels of Compliance.

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

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

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

The Product Certificate (PC), valid for six months is issued following inspection, sampling, testing to applicable Nigerian or similar 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.

#### Step 2 – Sample Testing

Submission of test report/documents issued from an accredited laboratory. In the absence of test reports, samples to be taken for testing. Testing of samples should always be based on verification as per Applicable Nigeria, International or National standards.

Test Reports are acceptable only if issued by:

- Accredited ISO 17025 laboratories
- Manufacturer laboratory for testing witnessed by Cotecna

#### Step 3 – SONCAP Certificate (SC)

The SC is issued for the shipment following successful:

- Request for SC form duly completed
- Testing
- Consignment Inspection and witness of stuffing and affixing of seals for Full Container Load (FCL)
- Receipt of satisfactory final documents

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

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

Manufacturers/Exporters that have frequent shipment to Nigeria and have quality management system and/or have demonstrated an acceptable level of compliance during shipment verification in Route A are suggested to apply for Product Certification under Route B.

This route allows for registration of products following:

- Type testing of the products to determine conformity with the applicable standards
- 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.



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

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

Manufacturer/Exporter under route A could also be elevated to Route B based on a good compliance history (minimum of four fully compliant transactions).

### **Step 2 – Testing**

Test Reports provided are acceptable as long as these are issued by an accredited laboratory or the manufacturer (witnessed by Cotecna).

Selective testing of samples from shipments will also be conducted by Cotecna as per the SONCAP guidelines.

### **Step 3 – SONCAP Certificate (SC)**

The SC is issued for the shipment following:

- Request for SC form duly completed
- Submission of a valid Product Registration
- Selective Shipment Inspection with the witnessing of stuffing and affixing of seals for Full Container Load (FCL)
- Receipt of satisfactory final documents

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

## **3. ROUTE C – For Licensed products (Product Certification Systems)**

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
- Product evaluation and licensing to applicable standards
- Selective Consignment Inspection
- Witness of stuffing and affixing of seals for Full Container Load (FCL)

Licensing of products is based on:

- Detailed product evaluation (including testing)
- Factory audit and regular surveillances

### **Step 1 – Product Certificate (Licensed Status)**

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

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).

### **Step 2 – Testing**

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.



### Step 3 – SONCAP Certificate (SC)

The SC is issued for the shipment following:

- Request for SC form duly completed
- Submission of a valid Product License
- Valid test reports
- Selective Shipment Inspection
- Receipt of satisfactory final documents

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

### PC / SC e-Portal Online Activation

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:

#### For PC:

1. Visit <http://son.gov.ng/activate-product-soncap-certificate/>
2. Click on the Apply to Activate Product Certificate button
3. Complete the form by inputting the Certificate Number, the Importer Name, the TIN Number and the Importer Phone Number
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:
5. Visit: <https://trade.gov.ng/son/search.do>
6. Input the Certificate Number and click on the Product Certificate radio button
7. Click on Search to display the certificate
8. Proceed with the Form M process.

#### For SC:

1. Visit <http://son.gov.ng/activate-product-soncap-certificate/>
2. Click on the Apply to Activate SONCAP Certificate/Import Permit button
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
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:
6. Visit: <https://trade.gov.ng/son/search.do>
7. Input the Certificate Number and click on the SONCAP Certificate radio button
8. Click on Search to display the certificate
9. Proceed with the PAAR process.



### 3. PRODUCTS REGULATED UNDER THE SONCAP PROGRAM

All products other than those exempted are regulated under the SONCAP program.

### 4. PRODUCTS EXEMPTED FROM THE SONCAP PROGRAM

Products mentioned below:

- Food products
- Drugs (Medicines)
- Medicals other than equipment and machines
- Chemicals used as raw material by bonafide manufacturers
- Military wares & equipment
- Goods classified as contraband by the Federal Government of Nigeria
- Used products other than automobiles
- 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

### 5. FEES

Process	Description	Fee Per Certificate
Product Certification	PC (U) - Product Certificate Unregistered (validity 6 months) – Single model	USD300 per certificate
	PC (R) - Product Registration** (validity 1 year) - Single model	USD300 per certificate
	PC (L) - Product Licensing** (validity 1 year) – Single model	USD1,300 per certificate
Shipment Certification	SONCAP Certificate (SC)	USD300 per shipment
Others	Non Conformity Report (NCR)	USD350 per shipment
	Certificate Amendment / Duplicate Certificate	USD100 per certificate
	Additional model – All types of PC	USD5 per month per model

\*\* The fee for Product Certificate (Licensed) excludes factory audit where applicable. The fee for factory audit is charged separately to the client's account.

### 6. CONDITIONS

- All costs incurred for presenting the goods for inspection, such as unpacking, handling, repacking, are borne by the exporter/seller.
- If the goods do not conform to the requirements, fees for physical inspection, testing and Non Conformity Report issuance remain due to Cotecna.
- This program 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)).

### 7. ANNEXES

ANNEXE 1	REGULATED PRODUCT LIST	<a href="http://www.exports-to-nigeria.com/en/product-list">http://www.exports-to-nigeria.com/en/product-list</a>
ANNEXE 2	Cotecna Office Contact List	<a href="http://www.exports-to-nigeria.com/~media/VOC/Documents/VOC%20Contact%20List.ashx">http://www.exports-to-nigeria.com/~media/VOC/Documents/VOC%20Contact%20List.ashx</a>
ANNEXE 3	PC & SC Activation / PAAR Guidelines	<a href="http://www.exports-to-nigeria.com/en/news/step-by-step-guide">http://www.exports-to-nigeria.com/en/news/step-by-step-guide</a> <a href="http://www.exports-to-nigeria.com/en/news/paar-system">http://www.exports-to-nigeria.com/en/news/paar-system</a>



## 8. SONCAP Liaison Office Details Contact Name & Address

### **Nigeria Office:**

Lekki, Lagos, SON Building  
Plot 13/14 Victoria Arobieke Street  
Off Admiralty way Lekki Phase 1  
Victoria Island Lagos  
Nigeria

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

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