

OPERATIONAL SERVICES – Requirements for Registration and Certification

REGISTRATION AS A SHIPPING COMPANY/AGENT

Letter of Application to GM (Eastern or Western Ports) with the following accompanying documents:

- Certificate of Company Registration
- Memorandum and Article of Association
- Bank Reference
- Three years Tax Clearance Certificate

Registration Fee: ₦200,000.00 payable to NPA revenue account.

Certificate is valid for One (1) year.

Annual Renewal Fee: ₦100,000.00

Timeline: 6 weeks.

REGISTRATION AS A SERVICE BOAT OPERATOR

Letter of Application to GM (Eastern or Western Ports) with the following documents:

- Certificate of Company Registration
- NPA Shipping Company Registration Certificate
- Memorandum and Article of Association
- Bank Reference
- Three years Tax Clearance Certificate

Registration Fee: ₦200,000.00 payable to NPA revenue account.

Timeline: 6 weeks

REGISTRATION AS CLEARING AND FORWARDING AGENTS

Letter of Application to GM (Eastern or Western Ports) with the following documents:

- Certificate of Company Registration
- Memorandum and Article of Association
- Evidence of registration with Nigeria Customs Service
- Bank Reference
- Three years Tax Clearance Certificate
- Evidence of Registration with Council for the Regulation of Freight Forwarding in Nigeria (CRFFN)

Registration fee: ₦200,000.00 payable to NPA revenue account.

Certificate is valid for One (1) year.

Annual Renewal Fee: ₦100,000.00

Timeline: 6 weeks

REGISTRATION AS CHANDLERS

Letter of Application to the Port Manager with the following accompanying documents:

- Certificate of Registration with CAC
- Three years Tax Clearance Certificate
- Customs approval with Form C1

Registration fee: ₦200,000.00 payable to NPA revenue account.

Certificate is valid for One (1) year.

Renewable Annually

Timeline: 6 weeks.

BONDED TERMINALS

Letter of Application to the General Manager (Eastern/Western Ports) with the following accompanying documents:

- Company Registration with CAC
- Three years Tax Clearance Certificate
- Tax Identification Number (TIN)
- Insurance Cover.

Timeline: 6 weeks

PILOTAGE EXEMPTION CERTIFICATE

- Evidence of passing exam conducted by the District pilotage Board.
- Satisfactory Medical certificate from a qualified practitioner recognized by NPA.
- Satisfactory knowledge of international regulations for preventing collisions at sea, local regulations, NPA bye-laws, local Notice to Mariners and marine emergency procedures in force.
- Visit to the operation room of NPA port control within the preceding two months prior to the examination.
- Satisfactory working knowledge of English language.
- Knowledge of dangerous substances/objects in the harbour area.
- The certificate shall bear the description and class of vessel the holder is authorized to pilot.
- The certificate is non-transferable.
- The certificate holder shall conform strictly to all pilotage requirements.
- Certificate is renewable every year.

Pilotage Exemption fee: ₦40,000.00/Pilot/Vessel/Pilotage District payable to NPA revenue account.

Timeline: 6 weeks

For Enquiries Contact;

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