

STANDARDS ORGANISATION OF NIGERIA CONFORMITY ASSESSMENT PROGRAMME

# EXPORTER AND IMPORTER GUIDELINES NIGERIA

## OVERVIEW

Exporters/Importers trading with Nigeria need to comply with the requirements of the Standards Organisation of Nigeria Conformity Assessment Programme (SONCAP) in order for their shipments to clear Nigerian Customs. It is mandatory to obtain a SONCAP Certificate for the Regulated Product shipments prior to its export to Nigeria.

The SONCAP provides assurance to Nigerian consumers of the quality and safety of imported goods.

The SONCAP Shipment Certification process can be effected through the following routes:

- **Route A for Unregistered/ Unlicensed Products** - a Product Certificate 1 (PC1) is issued with validity of six months
- **Route B for Registered Products** - a Product Certificate 2 (PC2) is issued with validity of one year
- **Route C for Licensed Products** - a Product Certificate 3 (PC3) with validity of one year

Each of the above three routes include two certification stages:

- **First stage** - Issuance of Product Certificate (PC) for the regulated products.
- **Second stage** - Issuance of SONCAP Certificate (SC) for the shipments of regulated products.

## 4 STEPS TO EXPORTING YOUR PRODUCT



### PRODUCT COMPLIANCE



### ROUTES TO EXPORT



### FEES



### CONTACT



# 1

**PRODUCT  
COMPLIANCE**



## PRODUCT COMPLIANCE



### Products subject to SONCAP Certification

All products are regulated under SONCAP with the exception of those products that are listed in the Central Bank of Nigeria (CBN) Circular (SON/SONCAP/EX/Vol.I/005).

The regulated products shall comply with the Nigerian Essential Requirements, Technical Regulations and approved Standards prior to their export to Nigeria.

### Products exempted from SONCAP Certification

The following products are listed in the CBN Circular and do not require a SONCAP Certificate:

- Food Products; Drugs (Medicines); Medical Products (other than equipment and machines); Chemicals used as Raw Material by bonafide manufacturer; Military Ware and Equipment; Goods classified as contraband by the Federal Government of Nigeria; Used products other than automobiles.

However, the above listed exempted products may need to comply with other Nigerian regulatory requirements.

## SPECIFIC PRODUCT REQUIREMENTS FOR NIGERIA

### Life Endangering/High Risk products

Life Endangering/High-Risk Products are products which pose a greater safety risk to consumers because of their nature and therefore such products will require higher level of assessment during the certification process. These products are:

- Automobile Glass; Batteries; Brake Fluids; Brake pads; Cements; Cigarettes, Cigarette Lighter; Smoking Pipes, Cigar Or Cigarette Holders; Convertors; Chargers Electrical cables; Electrical fuses; Electrical parts; Electrical Switches; Fertilizer; Gas Regulator; Gypsum; Water Heaters; Gas Water Heater; Helmets, Safety Headgears; Lightning Arrestors; Lubricating Preparations; Matches; Paints; Razor; Safety belts; Safety Glasses; Sanitary pads; Solar panels; Stabilizer; Iron and Steel products; Steel Roofing Sheets; Storage Vessels; Telephone (Line telephone sets with cordless handsets & Telephones for cellular networks or for other wireless networks); Tyres.

### Energy Efficiency Requirements (EER)

The below listed products must comply with the Energy Efficiency Requirements in addition to the safety standard requirements:

- Air Conditioners
- Refrigerators

For the latest list of products and updates for Energy Efficiency requirements, contact your nearest Intertek Office

### Tax Identification Number (TIN)

A Tax Identification Number (TIN) is a unique number assigned to use for tax purposes in Nigeria. This reference is mandatory for Importers who intend to import regulated products into Nigeria.

The Applicant should provide Intertek with the Importer's TIN number during SONCAP Certification Process.

### Banker's Acceptance Number (BA No.)

Banker's Acceptance Number specifies the amount of money, date and the person to whom the payment is due. The Banker's Acceptance Number is indicated in the Form M issued to the Importer.

The Applicant should provide Intertek with the BA No. during SONCAP Certification Process.

### Form M

The Form 'M' is used by Importers to declare their intention to import goods to Nigeria. The Form 'M' is issued by the Central Bank of Nigeria (CBN).

The Importer obtains this information from CBN/SON on the basis of the Product Certificate (Unregistered/Unlicensed, Registered and Licensed Status) and other import related documents.

### Form Q

The Central Bank of Nigeria (CBN) introduced a new form called the "Form Q". Form Q shall be used by Small and Medium Scale Enterprises (SMEs) to improve access to foreign exchanges (FOB value equal to or less than US \$ 20,000.00). Form Q was designed without a Banker's Acceptance number (BA no.), as Form Q has a unique reference number which replaces the BA no.

# 1

**PRODUCT  
COMPLIANCE**





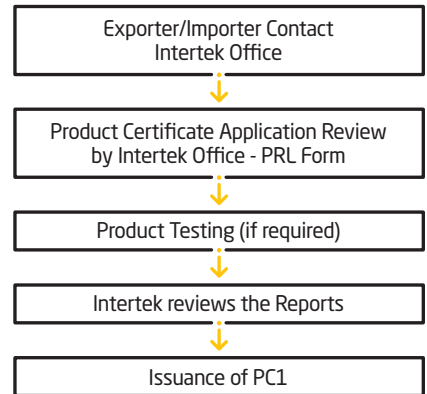
## ROUTES TO EXPORT

### Unregistered/Unlicensed Status - Route A (For Occasional Exporters)

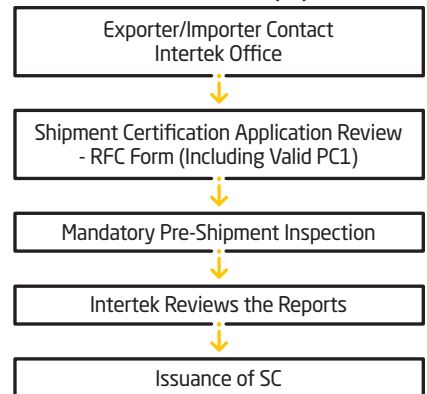
Product Certificate 1 (PC 1) is a one-time Registration issued under Route A, which is valid for six months.

- Product Certificate to be obtained from the responsible Intertek Offices.
- Products shall comply with the Nigerian Essential Requirements, Technical Regulations and approved Standards.
- An assessment shall be made to ensure that products meet the required level of compliance before PC1 is issued.
- A SONCAP Certificate is required for such shipments which will be issued on the basis of the valid PC1 and successful physical inspection of the shipment.

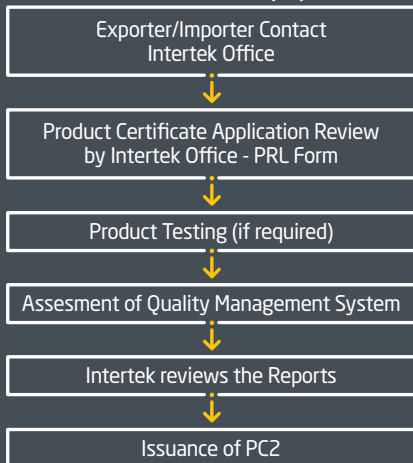
#### PRODUCT CERTIFICATE (PC) STAGE



#### SONCAP CERTIFICATE (SC) STAGE



#### PRODUCT CERTIFICATE (PC) STAGE



#### SONCAP CERTIFICATE (SC) STAGE



### Registered Status - Route B (For Frequent Exporters)

Product Certificate 2(PC 2) is a Registration issued to an Applicant under Route B upon successful verification and evaluation of full type test reports and evidence of Manufacturer's certified Quality Management System. This Registration can be used for multiple shipments for a period of one year from its date of issue.

- PC2 to be obtained from the responsible Intertek Offices.
- Products shall comply with the Nigerian Essential Requirements, Technical Regulations and approved Standards.
- Assessment of the Manufacturer's Quality System
- An assessment shall be made to ensure that products meet the required level of compliance before PC2 is issued.
- A SONCAP Certificate is required for such shipments which will be issued on the basis of the valid PC2 and successful selective inspections of shipments.



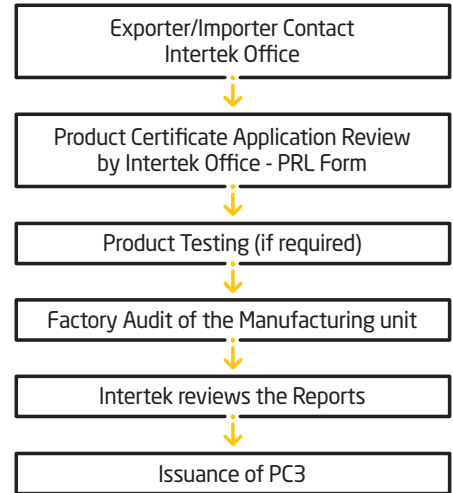


**Licensed Status  
- Route C  
(For High volume Exporters)**

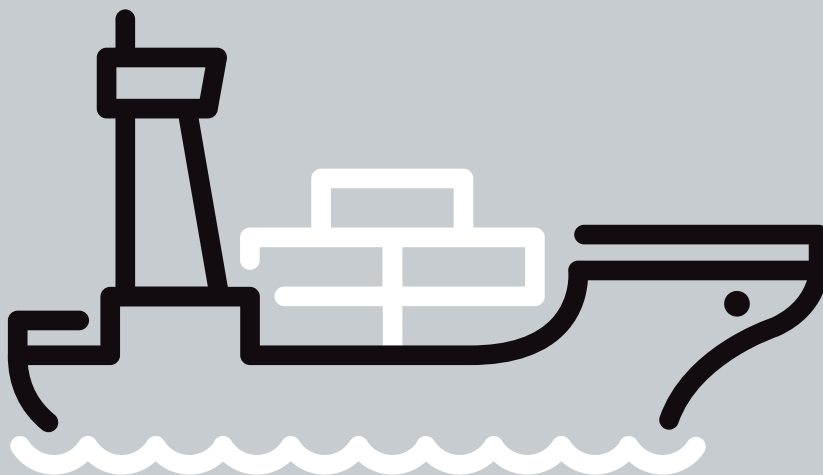
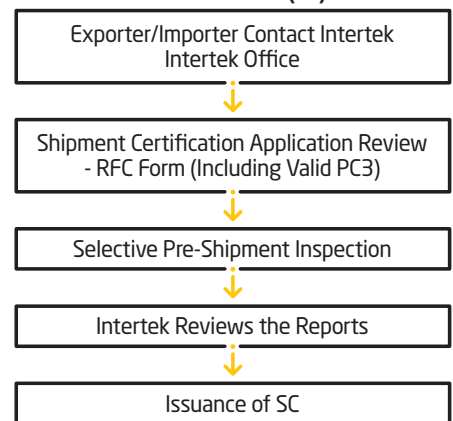
Product Certificate 3 – (PC3) is a Licence issued to an Applicant under Route C upon successful verification and evaluation of full type test reports and factory audit reports. This Licence can be used for multiple shipments for a period one year from its date of issue.

- PC3 to be obtained from the responsible Intertek Offices.
- Products shall comply with the Nigerian Essential Requirements, Technical Regulations and approved Standards.
- Audit of the Manufacturing unit
- Periodic factory surveillance of all licensed product manufacturing sites to ensure compliance to standard(s).
- An assessment shall be made to ensure that products meet the required level of compliance before PC3 is issued.
- A SONCAP Certificate is required for such shipments which will be issued on the basis of the valid PC3 and successful selective inspections of shipments.

**PRODUCT CERTIFICATE (PC) STAGE**



**SONCAP CERTIFICATE (SC) STAGE**



# 3

## FEES FOR SONCAP


## FEES FOR SONCAP

The party applying to Intertek for Product Certification and SONCAP Certification services is responsible for the payment of fees to Intertek.

- 1. Product Certificate** - Fees for PC are payable by the party submitting the application. Additional testing or data evaluation fees may be applicable.
- 2. SONCAP Certificate** - The SC fees basically covers the cost for shipment inspection and certificate issuance.




### FOR MORE INFORMATION


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 [intertek.com/government](http://intertek.com/government)

## CONTACT



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## CONTACT

### Key:

**SONCAP** Standards Organisation of Nigeria Conformity Assessment Programme

**SC** SONCAP Certificate

**PC** Product Certificate

**CSC** Customer Service Centre

**PSI** Pre Shipment Inspection  
**RFC** Request For Certification

**PRL** Request for Product Certificate, Registration, Licence

**RLC** Registration and Licensing Centre

**CTE** Centres of Technical Expertise

\* For Intertek Offices and RLC and CTE contact details and Request for Certification (RFC) are available at [exports2nigeria.com/resourcecentre](http://exports2nigeria.com/resourcecentre)