
Application User Guide

Online Registration of Regulated Port Service Providers and Users Portal

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For: Companies/Agencies/Organisations



NIGERIAN SHIPPERS' COUNCIL

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Revision History

Date	Author	Description of Changes

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1. Introduction

The Nigerian Shippers' Council (NSC) issues Registration Certificates to Companies/Agencies/Organisations for port operations in Nigeria. Applicants register with the Nigerian Shippers' Council by filling the online application form, making payment online and uploading the required documents on the Registration of Regulated Port Service Providers and Users Portal.

The Registration of Regulated Port Service Providers and Users Portal automates the submission and processing of applications for registration with the Nigerian Shippers' Council (NSC) and improves the turnaround time for the issuance of Registration Certificate.

1.1 Purpose

This document serves as a guide for Applicants on the Online Registration of Regulated Port Service Providers and Users Portal.

1.2 Scope

The User Guide provides the procedure for the following registration application types:

- New Application
- Renewal Application
- Legacy Application

2. Process Overview

2.1 How to Register as a Port Service Provider or User

The steps for online registration with Nigerian Shippers' Council are as follow:

- i. Visit <http://registration.shipperscouncil.gov.ng/>
- ii. Login with your registered email and password
- iii. Click 'Apply for Certificate' button to fill Application form and submit
- iv. Click 'Pay Now' button to make payment for registration.
- v. Click 'Upload File' button to upload required documents
- vi. Click 'Submit Document' button to send your application to the processing officer.

2.2 Registration Requirements

	Application Category	Registration Fee (₦)	Required Documents
1	Barge Operators	20,000	<ul style="list-style-type: none"> i. Certified true copy of Certificate of Incorporation/Business Name Registration Certificate as applies* ii. Form CAC 7 (Particulars of Directors)* iii. Evidence of registration with NPA and/or other relevant government agency*
2	Cargo Consolidators/De-Consolidators	20,000	<ul style="list-style-type: none"> i. Certified true copy of Certificate of Incorporation/Business Name Registration Certificate as applies* ii. Form CAC 7 (Particulars of Directors) iii. Evidence of registration with NPA and/or other relevant government agency* iv. A copy of Current Concession; PPP or Lease Agreement where applicable*
3	Cargo Surveyors	10,000	<ul style="list-style-type: none"> i. Certified true copy of Certificate of Incorporation/Business Name Registration Certificate as applies* ii. Form CAC 7 (Particulars of Directors)* iii. Evidence of registration with NPA and/or other relevant government agency*
4	Chandlers	5,000	<ul style="list-style-type: none"> i. Certified true copy of Certificate of Registration with Corporate Affairs Commission (where applicable)* ii. Form CAC 7 (Particulars of Directors)* iii. Evidence of registration with NPA and/or other relevant government agency* iv. A copy of Current Concession; PPP or Lease Agreement where applicable*

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5	Corporate Category (Manufacturers, Oil Companies & Others)	30,000	<ul style="list-style-type: none"> i. CAC Registration* ii. Evidence of NEPC Registration as an exporter for Exporters* iii. Current Bill of Lading of not more than six (6) months for Importers*
6	Dry Port Operator	25,000	<ul style="list-style-type: none"> i. Certified true copy of Certificate of Incorporation/Business Name Registration Certificate (as applies)* ii. Form CAC 7 (Particulars of Directors)* iii. Current Concession; PPP or Lease Agreement where applicable*
7	Freight forwarders and Clearing Agents	5,000	<ul style="list-style-type: none"> i. Certified true copy of Certificate of Incorporation/Business Name Registration Certificate as applies* ii. Form CAC 7 (Particulars of Directors)* iii. Evidence of registration with CRFFN and other relevant government bodies * iv. Evidence of registration with NPA and/or other relevant government agency*
8	Government Agency	0.00	<ul style="list-style-type: none"> i. Form NSC/SR duly completed; signed and stamped/sealed by relevant officials* ii. Any other relevant document
9	Haulers/Truckers	15,000	<ul style="list-style-type: none"> i. Certified true copy of Certificate of Incorporation/Business Name Registration Certificate as applies* ii. Form CAC 7 (Particulars of Directors) iii. Form NSC/SR duly completed; signed and stamped/sealed by relevant officials* iv. Evidence of registration with NPA and/or other relevant government bodies*
10	Individual Category (Importer & Exporter)	10,000	<ul style="list-style-type: none"> i. Certified true copy of Certificate of Incorporation/Business Name Registration Certificate as applies*

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			<ul style="list-style-type: none"> ii. Current Bill of Lading of not more than six (6) Months* iii. Evidence or recent import/export activity*
11	Inland Container Depot (ICD)	25,000	<ul style="list-style-type: none"> i. Certified true copy of Certificate of Incorporation/Business Name Registration Certificate as applies* ii. Form CAC 7 (Particulars of Directors) if any* iii. Current Concession; PPP or Lease Agreement where applicable*
12	Logistics Service Providers	10,000	<ul style="list-style-type: none"> i. Evidence of registration with NPA, NIMASA and/or other relevant government bodies* ii. CAC registration*
13	Off-Dock Terminal Operator	10,000	<ul style="list-style-type: none"> i. Certified true copy of Certificate of Incorporation/Business Name Registration Certificate as applies* ii. Form CAC 7 (Particulars of Directors)* iii. Evidence of registration with NPA and/or other relevant government bodies* iv. Current Concession; PPP or Lease Agreement where applicable*
14	Other Port Service Providers/Users	20,000	<ul style="list-style-type: none"> i. Certified true copy of Certificate of Incorporation/Business Name Registration Certificate as applies* ii. Form CAC 7 (Particulars of Directors) iii. Evidence of registration with NPA and/or other relevant government bodies*
15	Seaport Terminal Operator	50,000	<ul style="list-style-type: none"> i. Certified true copy of Certificate of Incorporation/Business Name Registration Certificate as applies* ii. Form CAC 7 (Particulars of Directors)* iii. Evidence of registration with NPA and/or other relevant government bodies*

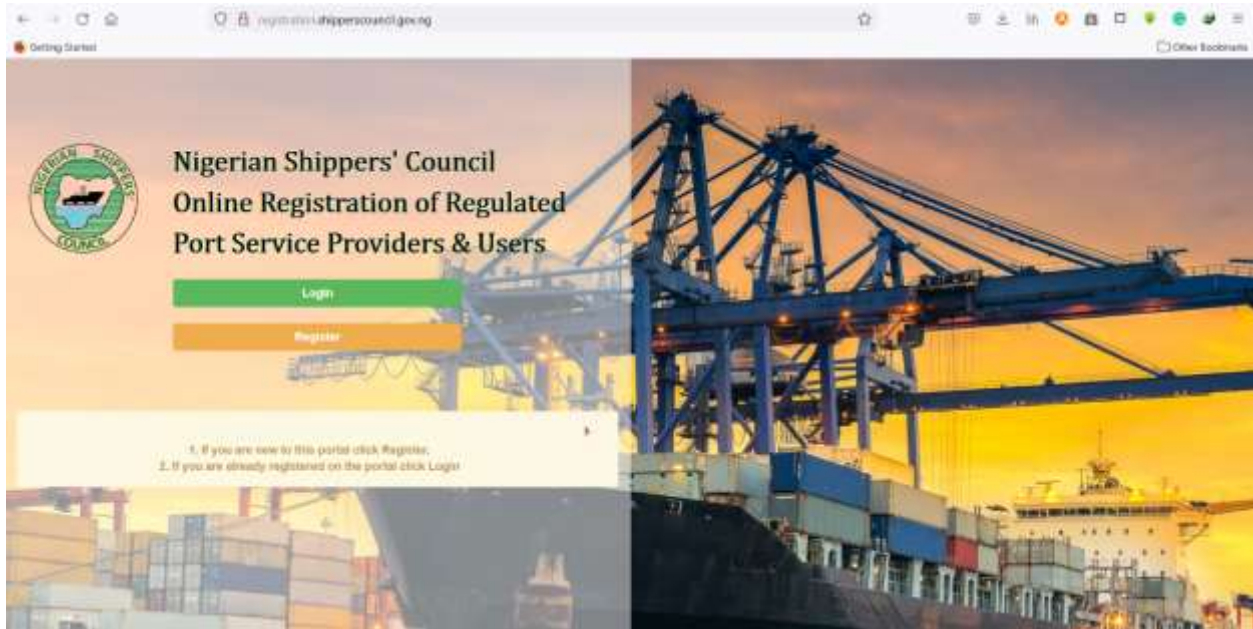
User Guide Documentation

16	Shipping Agency	20,000	<ul style="list-style-type: none"> i. Certified true copy of Certificate of Incorporation/Business Name Registration Certificate as applies* ii. Form CAC 7 (Particulars of Directors)* iii. Evidence of registration with NPA NIMASA and/or other relevant government bodies*
17	Shippers Association	5,000	<ul style="list-style-type: none"> i. Evidence of inauguration by the Nigerian Shippers' Council*
18	Shipping Line	50,000	<ul style="list-style-type: none"> i. Certified true copy of Certificate of Incorporation/Business Name Registration Certificate as applies* ii. Form CAC 7 (Particulars of Directors)* iii. Evidence of registration with NPA and/or other relevant government bodies*
19	Stevedoring/Warehousing	25,000	<ul style="list-style-type: none"> i. Certified true copy of Certificate of Incorporation/Business Name Registration Certificate as applies ii. Form CAC 7 (Particulars of Directors)* iii. Evidence of registration with NPA and/or other relevant government bodies
* for mandatory Required Document			

3. Getting started

3.1 How to Access the Registration Portal

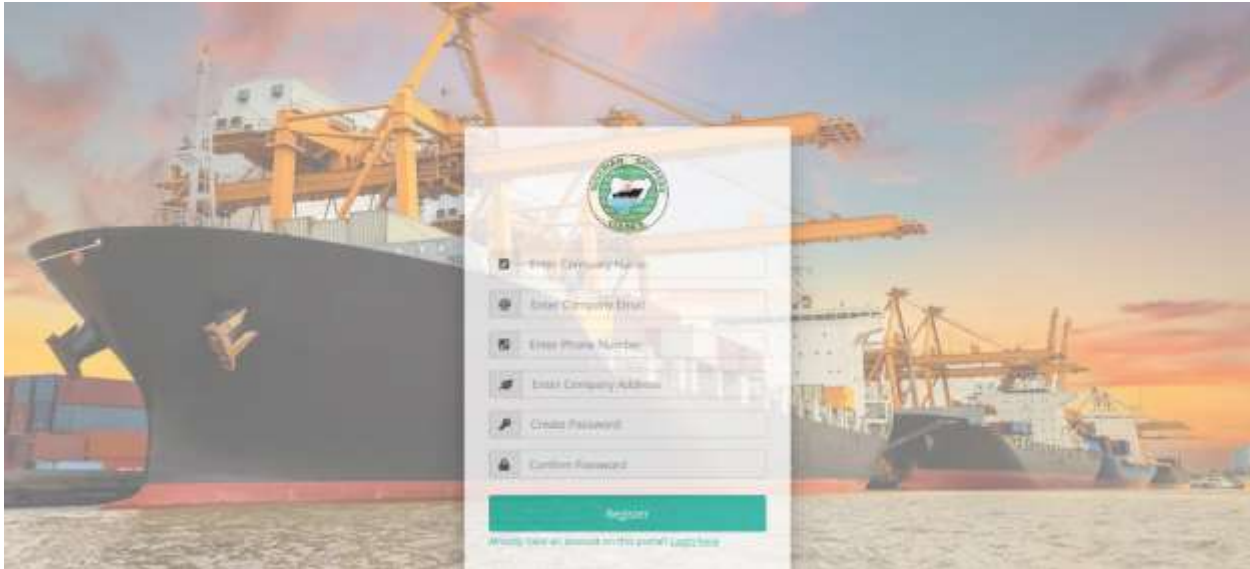
Enter portal URL <http://registration.shipperscouncil.gov.ng/> in web browser to access the Registration Portal.



3.2 How to create user account

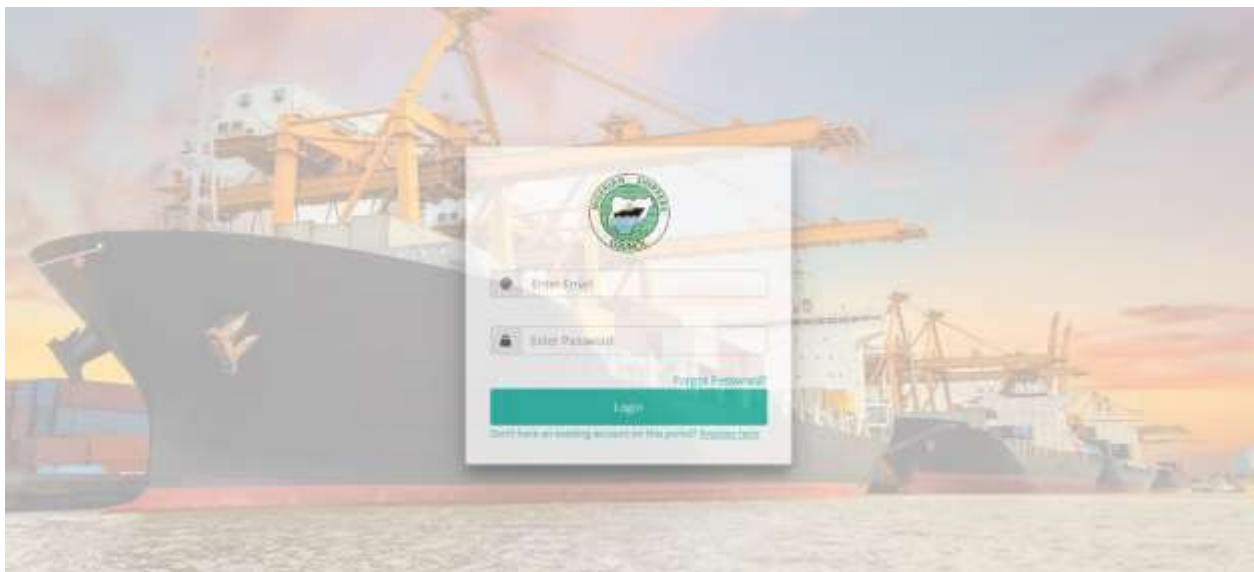
- i. Click **Register** button on the Registration Portal landing page to create account
- ii. Fill account registration form and click **Register** to create user account

- iii. User receives an activation link at registered Company email address and instruction to complete account creation.



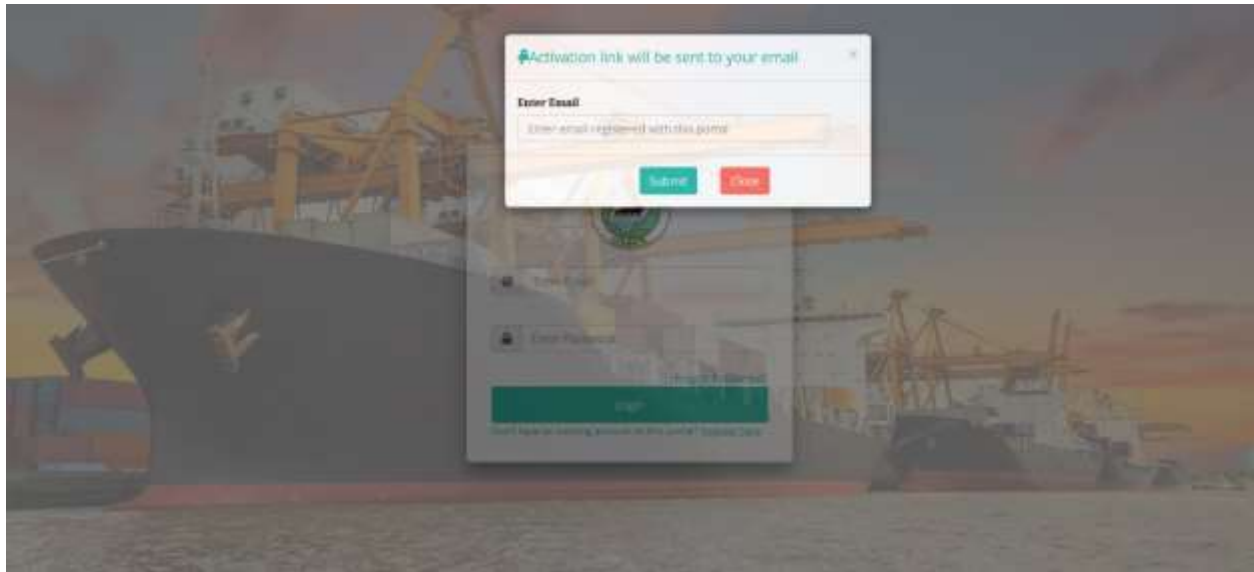
3.3 How to Log-in

- 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.



3.4 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.



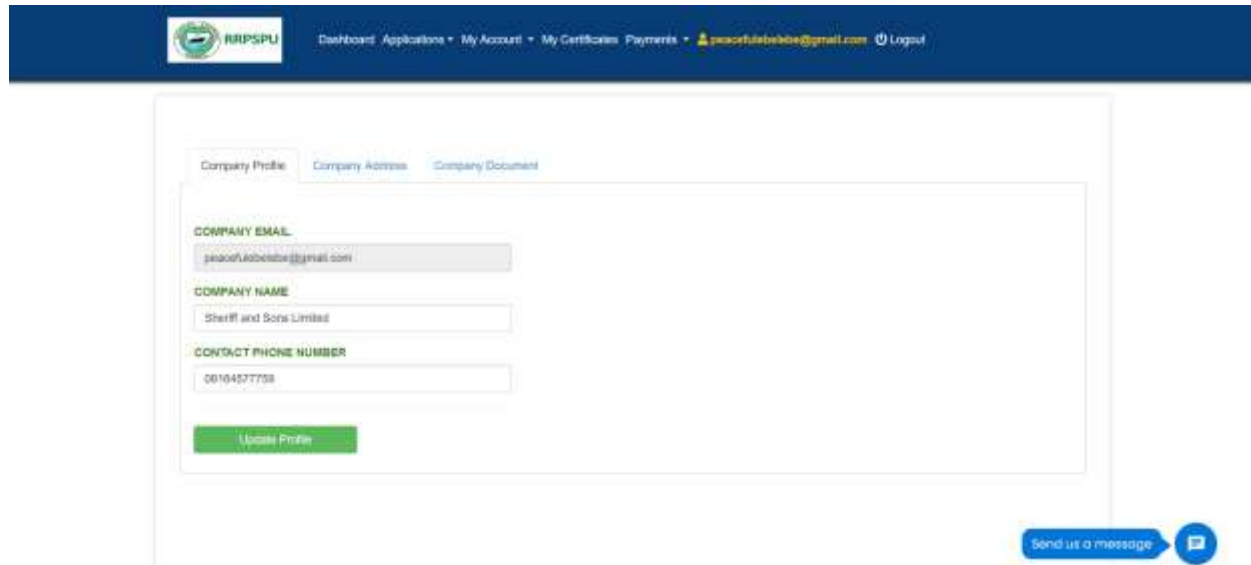
4. Navigating the User Dashboard

4.1 How to Update My 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** dropdown menu.



- iii. Click **Update Profile** button on **Company Profile** tab to save Company Profile Information



RRPSPU Dashboard Applications My Account My Certificates Payments peacefulobelab@gmail.com Logout

Company Profile Company Address Company Document

COMPANY EMAIL
peacefulobelab@gmail.com

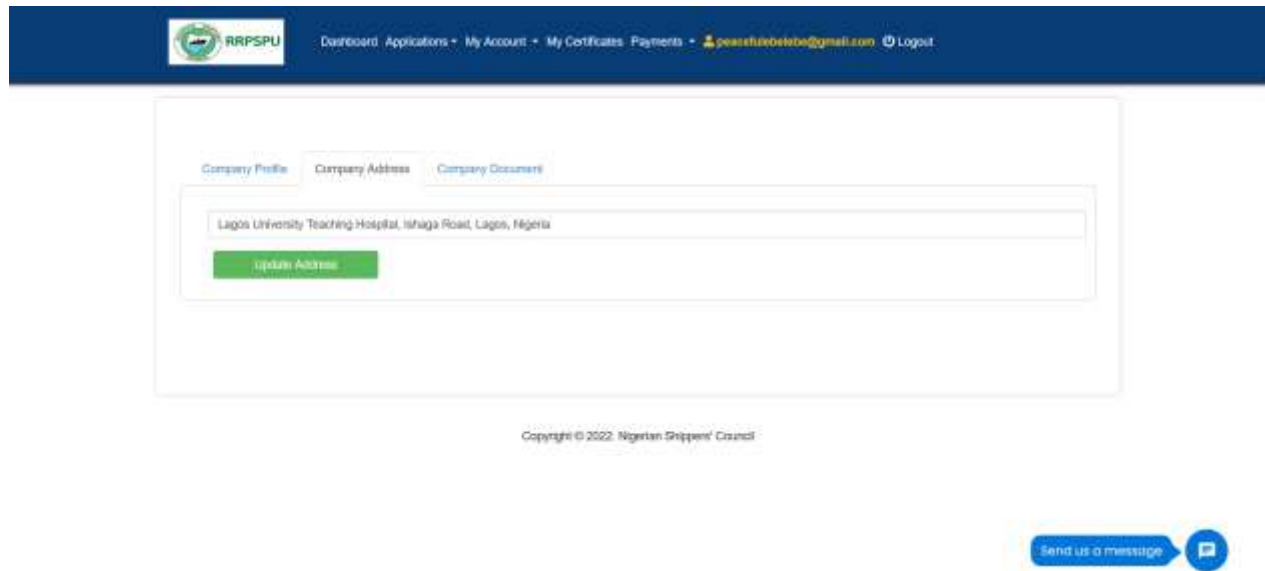
COMPANY NAME
Sheriff and Sons Limited

CONTACT PHONE NUMBER
08104577758

Update Profile

Send us a message

- iv. Click **Update Address** button on **Company Address** tab to save Company Address



RRPSPU Dashboard Applications My Account My Certificates Payments peacefulobelab@gmail.com Logout

Company Profile Company Address Company Document

Lagos University Teaching Hospital, Ishaga Road, Lagos, Nigeria

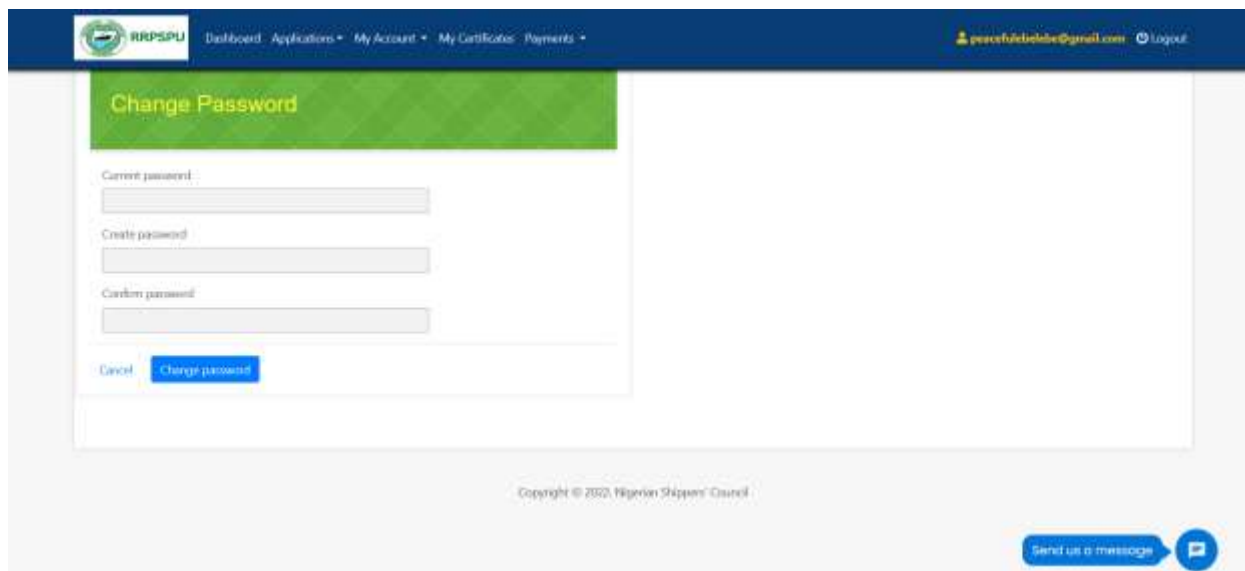
Update Address

Send us a message

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4.2 How to Change Password

- i. Go to the top navigation menu and click **Change Password** on **My Account** dropdown menu to change password
- ii. Fill **Change Password** form and click **Change password** to set new password



The screenshot shows the 'Change Password' form within a web application. The top navigation bar is dark blue with the NISPCU logo and links for Dashboard, Applications, My Account, My Certificates, and Payments. The user's email (peacefulbelated@gmail.com) and a Logout button are on the right. The form itself has a green header with the title 'Change Password'. It contains three input fields: 'Current password', 'Create password', and 'Confirm password'. Below these fields are two buttons: 'Cancel' and 'Change password'. The footer of the page includes the copyright notice 'Copyright © 2022, Nigerian Shippers' Council' and a 'Send us a message' button with a chat icon.

4.3 Selecting Application Type

4.3.1 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**

The screenshot shows the 'Application Form' page. The top navigation bar is the same as the dashboard. The main heading is 'Application Form'. Below the heading, there are several input fields: 'Application Type*' with a dropdown menu showing 'NEW'; 'Application Category*' with a dropdown menu showing 'Select'; 'Company Address*' with a text input field showing 'Enter a location'; 'Postal Address*' with a text input field showing 'Enter a location'; 'Company Email*' with a text input field showing 'peacefuldebale@gmail.com'; 'Date of Establishment*' with a date picker; 'Phone Number*' with a text input field; and 'Company Website' with a text input field. A blue 'Submit and Continue' button is located below the input fields. At the bottom of the page, there is a copyright notice: 'Copyright © 2021, Nigerian Shippers' Council' and a 'Send us a message' button.

iv. Select **Application Category** from drop down list in **Application Form**

The screenshot shows the 'Application Form' page of the Nigerian Shippers' Council (NISPCU) portal. The page has a dark blue header with the NISPCU logo and navigation links: Dashboard, Applications, My Account, My Certificates, and Payments. A user profile 'peacefulabalebe@gmail.com' and a 'Logout' button are in the top right. The main content area is titled 'Application Form' and contains several input fields: 'Application Type' (a dropdown menu), 'Application Category' (a dropdown menu with a list of options including 'Barge Operators', 'Cargo Consolidators/De-Consolidators', 'Cargo Surveyors', 'Chandlers', 'Corporate Category (Manufacturers, Oil Companies & Others)', and 'Dry Port Operators'), 'Company Address', 'Postal Address', 'Company Email', 'Date of Establishment', 'Phone Number', and 'Company Website'. There are two blue buttons: 'Submit and Continue' and 'Dry Port Operator'. The footer includes 'Copyright © 2022, Nigerian Shippers' Council' and a 'Leave a message' button with a chat icon.

- 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.

4.3.2 How to Renew Application 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 **RENEW** for Application type in **Application Form**
- iv. Select **Certificate Number** on **Renewal Certificate Number** dropdown menu

The screenshot shows the 'Application Form' page of the RRPSPU portal. The top navigation bar includes the RRPSPU logo, a menu with 'Dashboard', 'Applications', 'My Account', 'My Certificates', and 'Payments', and a user profile section with the email 'peacefuldebido@gmail.com' and a 'Logout' link. The main form area is titled 'Application Form' and contains several input fields: 'Application Type' (set to 'RENEW'), 'Renewal Certificate Number' (set to '1211234567'), 'Application Category' (set to 'Barge Operators'), 'Company Address' (set to 'skin wugbade'), 'Date of Establishment' (set to '11/04/2002'), 'Postal Address' (set to '1012345'), 'Phone Number' (set to '123456789012'), 'Company Email' (set to 'peacefuldebido@gmail.com'), 'Company Website' (empty), and 'Line Of Business' (set to 'Barge Operators'). There is also a field for 'Any Other Relevant Info'. A blue 'Submit and Continue' button is located at the bottom center of the form. A chat bubble in the bottom right corner says 'Send us a message'.

- 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.

4.3.3 How to Renew Legacy Application

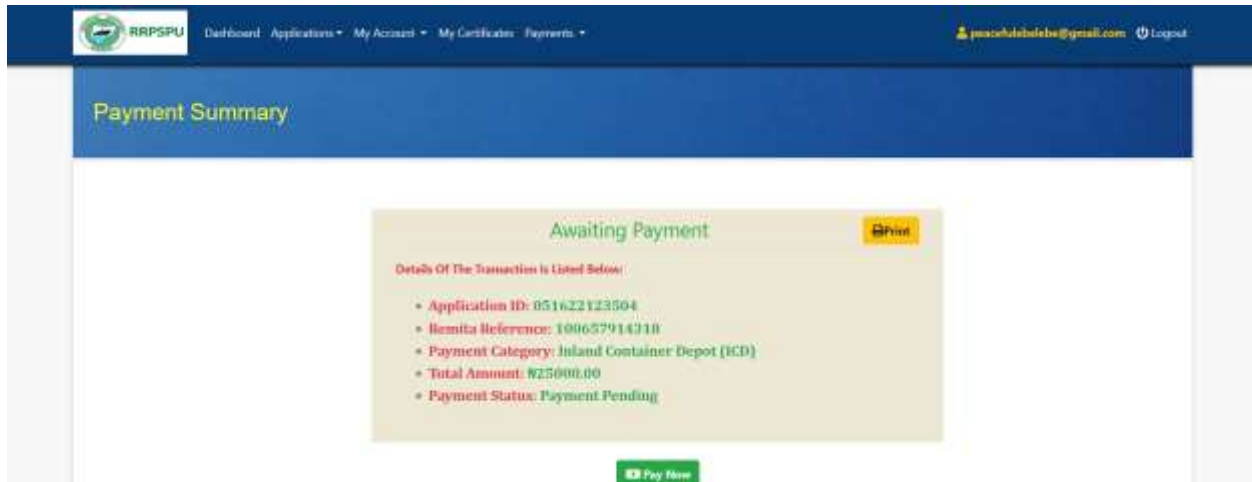
- i. The system administrator enters expired Registration Certificate issued manually on the Registration Portal.
- ii. Go to the top navigation menu and click **My Legacy Applications** button on **Applications** dropdown menu to confirm status of applications on **My Legacy Applications** page.

- iii. Apply to Renew Application for Registration 4.3.2.

4.4. Making Payment

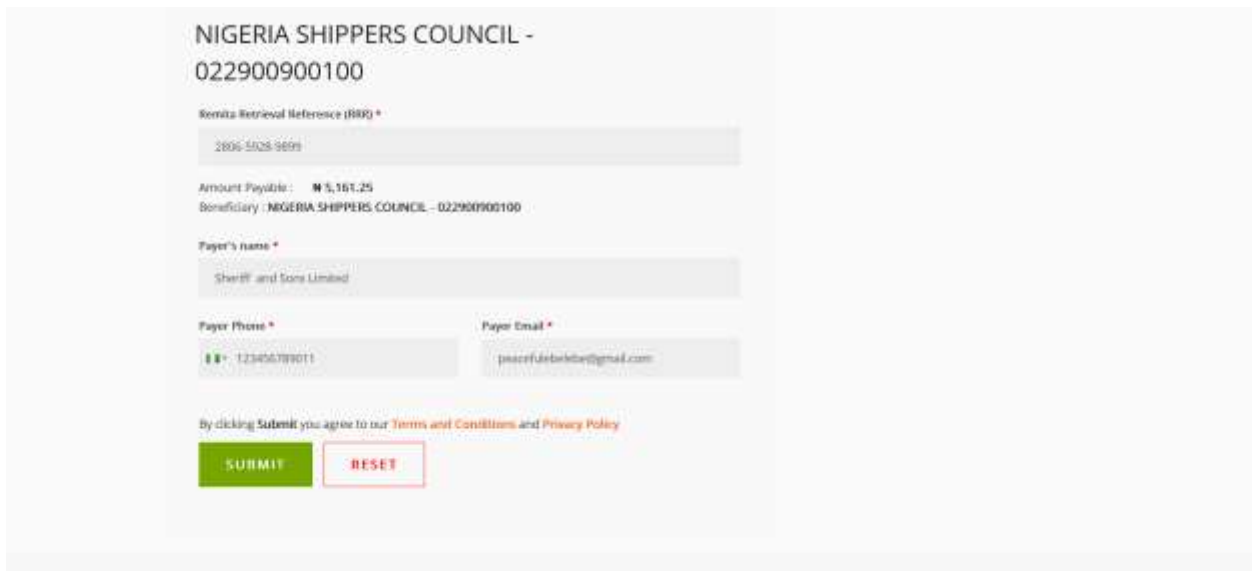
4.4.1 How to Pay Registration Fee

- i. Click **Pay Now** button **Payment Summary** page to go to Remita page



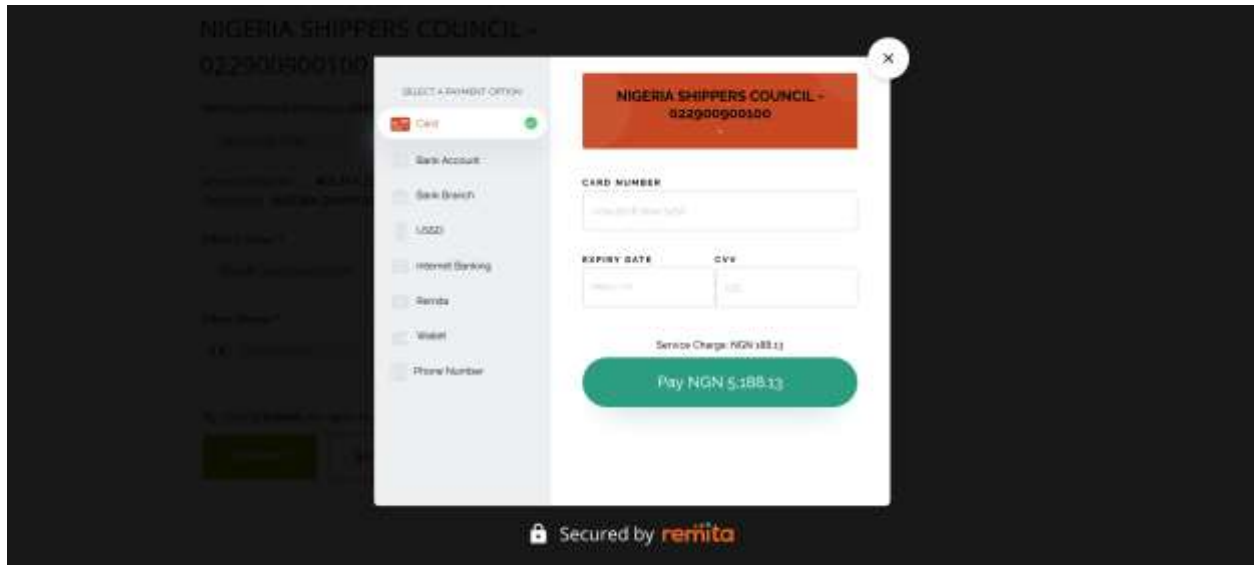
The screenshot shows the 'Payment Summary' page of the RRPSPU system. The page has a blue header with the RRPSPU logo and navigation links: Dashboard, Applications, My Account, My Certificate, and Payments. The user's email 'jmaofulebele@gmail.com' and a Logout button are in the top right. The main content area has a blue bar with 'Payment Summary' in yellow. Below this is a light green box titled 'Awaiting Payment' with a 'Print' button. Inside the box, it says 'Details Of The Transaction Is Listed Below:' followed by a list of transaction details: Application ID: 051622123504, Remita Reference: 100657914310, Payment Category: Inland Container Depot (ICD), Total Amount: ₦25000.00, and Payment Status: Payment Pending. A green 'Pay Now' button is located below the transaction details box.

- ii. Click **Submit** button on **Remita** page to go to payment page



The screenshot shows the Remita payment page for the Nigeria Shippers Council. The page displays the beneficiary name 'NIGERIA SHIPPERS COUNCIL - 022900900100'. Below this, there is a field for 'Remita Retrieval Reference (RRR) *' with the value '28065028-9696'. The 'Amount Payable' is shown as '₦ 5,161.25' and the 'Beneficiary' is 'NIGERIA SHIPPERS COUNCIL - 022900900100'. The 'Payer's name *' is 'Sheriff and Sons Limited'. The 'Payer Phone *' is '123456789011' and the 'Payer Email *' is 'jmaofulebele@gmail.com'. At the bottom, there is a disclaimer: 'By clicking Submit you agree to our Terms and Conditions and Privacy Policy'. There are two buttons: a green 'SUBMIT' button and a red 'RESET' button.

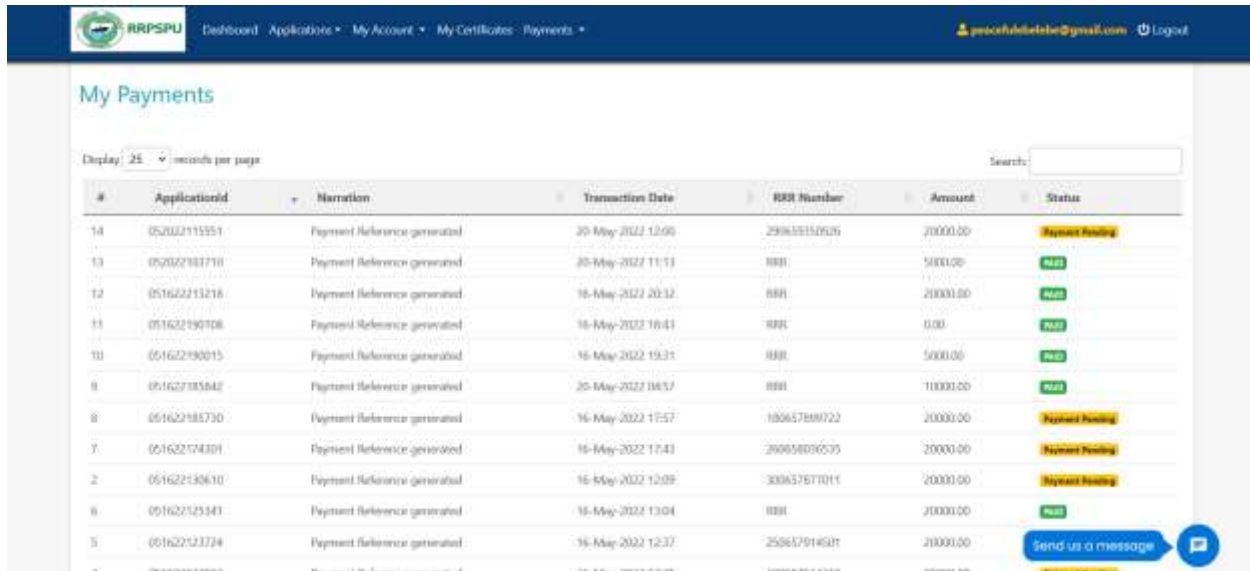
- iii. Select a payment option and make payment



- iv. Users making payment for a previously initiated application may go to the top 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

4.4.2 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



The screenshot displays the 'My Payments' interface. At the top, there's a navigation bar with the RRPSPU logo and links to Dashboard, Applications, My Account, My Certificates, and Payments. A user profile and 'Logout' button are on the right. Below the navigation bar, the 'My Payments' title is followed by a search bar and a 'Display: 25 records per page' indicator. The main content is a table with the following columns: #, ApplicationId, Narration, Transaction Date, RRR Number, Amount, and Status. The table lists 14 payment records. The 'Status' column uses color-coded labels: 'Payment Pending' in yellow and 'Paid' in green. A 'Send us a message' button is located at the bottom right of the table.

#	ApplicationId	Narration	Transaction Date	RRR Number	Amount	Status
14	052022115551	Payment Reference generated	20-May-2022 12:06	280655152626	20000.00	Payment Pending
13	052022101710	Payment Reference generated	20-May-2022 11:11	RRR	5000.00	Paid
12	051622113218	Payment Reference generated	18-May-2022 20:32	RRR	20000.00	Paid
11	051622190108	Payment Reference generated	18-May-2022 18:41	RRR	0.00	Paid
10	051622190015	Payment Reference generated	18-May-2022 19:31	RRR	5000.00	Paid
9	051622185842	Payment Reference generated	20-May-2022 18:57	RRR	10000.00	Paid
8	051622185730	Payment Reference generated	16-May-2022 17:57	100657890722	20000.00	Payment Pending
7	051622174301	Payment Reference generated	16-May-2022 17:41	280658096535	20000.00	Payment Pending
2	051622130610	Payment Reference generated	16-May-2022 12:09	300657677011	20000.00	Payment Pending
6	051622125341	Payment Reference generated	16-May-2022 13:04	RRR	20000.00	Paid
5	051622123724	Payment Reference generated	16-May-2022 12:37	250657914681	20000.00	Paid
4	051622111958	Payment Reference generated	16-May-2022 12:35	RRR	20000.00	Paid

4.5 Uploading Documents

4.5.1 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

#	Document Name	Select File (Max 4MB; Only Image (jpeg, gif, jpg, png) or document (pdf) file is allowed)	Progress	File Name	File Image
1	Evidence of registration with NIN and/or any relevant Government agency	Upload File			Ex Image
2	Certified true copy of Certificate of Incorporation/Business Name Registration Certificate (as applicable)	Upload File			Ex Image
3	Form CAC (Particulars of Director) as Applicable	Upload File			Ex Image

[Submit Document](#)

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[Leave a message](#)

- 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.

4.6 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**

The screenshot displays the 'My Applications' interface. At the top, there's a navigation bar with 'RRPSPU' logo and links to 'Dashboard', 'Applications', 'My Account', 'My Certificate', and 'Payments'. A user profile 'pocofulelelele@gmail.com' is logged in. Below the navigation, a dropdown menu for 'Applications' is open, showing 'Apply', 'My Applications', and 'My Legacy Applications'. The 'My Applications' section features a table with the following data:

#	Reference Number	Company Email	Application Category	Date Applied	Status
8	051622213218	pocofulelelele@gmail.com	Barge Operators	5/16/2022 9:32:24 PM	Upload Document
2	0516222130108	pocofulelelele@gmail.com	Corporate Category (Manufacturers, Oil Companies & Others)	5/16/2022 7:01:13 PM	Processing
6	0516222100015	pocofulelelele@gmail.com	Chandling	5/16/2022 8:30:46 PM	Processing
5	0516222185842	pocofulelelele@gmail.com	Cargo Surveys	5/16/2022 6:58:45 PM	Processing
4	0516222185730	pocofulelelele@gmail.com	Cargo Consolidators/De-Consolidators	5/16/2022 6:57:35 PM	Make Payment
3	0516222125381	pocofulelelele@gmail.com	Barge Operators	5/16/2022 7:46:15 PM	Processing
2	0516222123504	pocofulelelele@gmail.com	ICD	5/16/2022 12:35:04 PM	Make Payment
1	0516222121407	pocofulelelele@gmail.com	Barge Operators	5/16/2022 12:58:28 PM	Processing

At the bottom left, it says 'Showing page 1 of 1'. At the bottom right, there is a 'Send us a message' button with a chat icon.

- ii. Click **Make Payment** button to pay registration fee.
- iii. Click **Update Document** button to upload required documents.
- iv. Click **Delete** to cancel registration

4.7 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

4.8 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

5. FAQ

5.1 How do I apply for renewal of Application for Registered Certificate issued manually?

- iv. The system administrator enters expired Registration Certificate issued manually on the Registration Portal. Create user account on the Registration Portal. Go to the top navigation menu and click **My Legacy Applications** button on **Applications** dropdown menu to confirm status of applications on **My Legacy Applications** page. Apply to Renew Application for Registration 4.3.2.

6. Glossary

	Term	Definition
1	Application	Online registration of Port Service Providers and Users
2	New Application	First time application for Registration Certificate on Registration Portal
3	Renew Application	Renewal of expired Registration Certificate issued on Registration Portal
4	Legacy Application	Renewal of expired Registration Certificate issued manually