



FEDERAL MINISTRY OF INDUSTRY, TRADE AND INVESTMENT

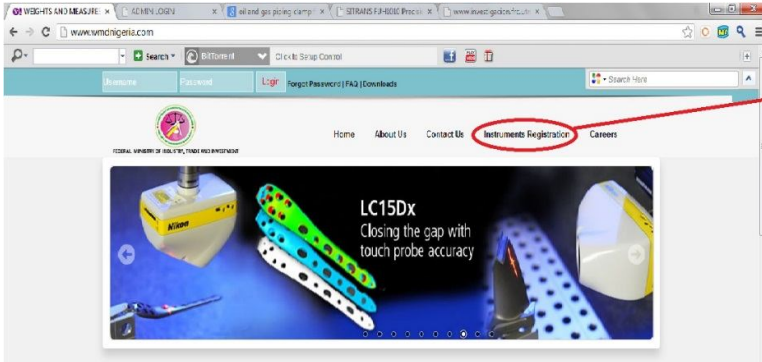
WEIGHTS AND MEASURES DEPARTMENT
Old Secretariat Area I, Garki Abuja

GUIDE ON HOW TO REGISTER

The following steps would guide you in the process of registering your Company and all your weights, measures, weighing and measuring equipments/instruments used for Trade.

COMPANY REGISTRATION

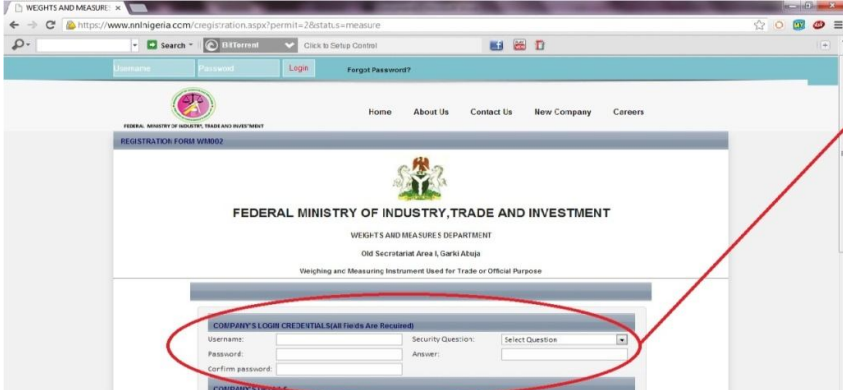
STEP 1 of 4: REGISTRATION OF NEW COMPANY



COMPANY REGISTRATION

Step 1
On the front page, click "Instrument Registration"

STEP 2 of 4: CREATE COMPANY LOGIN DETAILS



Company registration continued

STEP 2
- Create company Login details;
- Select company Username and Password

STEP 3 of 4: FILL IN COMPANY DETAILS

Company registration continued

FEDERAL MINISTRY OF INDUSTRY, TRADE AND INVESTMENT
WEIGHTS AND MEASURES DEPARTMENT
Old Secretariat Area I, Garki Abuja
Weighing and Measuring Instrument Used for Trade or Official Purpose

COMPANY'S LOGIN CREDENTIALS (Fields Are Required)

Username: Security Question: Select Question:
Password: Answer:
Confirm password:

COMPANY'S DETAILS

Name Of Company: Telephone:
RC Number: Email:
Address: Website:
P.O. Box: Fax Number:
State: Select State: Representative:
LGA: Select LGA:
City: Select City: Mobile:

STEP 3

- Fill in Company details
- Name of company
- Company RC Number
- Address
- State, LGA, City
- Company contact details
- Telephone
- Email
- Website

STEP 4 of 4: FILL IN CONTACT DETAILS OF COMPANY REPRESENTATIVE FILLING THE FORM

STEP 5: CLICK ON "SUBMIT" TO COMPLETE COMPANY REGISTRATION.

Company registration continued

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Username: Security Question: Select Question:
Password: Answer:
Confirm password:

COMPANY'S DETAILS

Name Of Company: Telephone:
RC Number: Email:
Address: Website:
P.O. Box: Fax Number:
State: Select State: Representative:
LGA: Select LGA:
City: Select City: Mobile:

COMPANY REPRESENTATIVE

Title: Mobile:
Fullname: Email Address:

STEP 4

- Fill in contact details of the company representative filling the Form
- Title, Fullname, Mobile number, email address

STEP 5

- CLICK ON SUBMIT TO COMPLETE COMPANY REGISTRATION

NOTE:

1. Upon completion of the "Company Registration", an email notification is sent to the email filled in **"STEP 3"** above.
2. A Welcome page pops-up showing you that your company has been registered successfully. **"Click on Home"** to view your home page.



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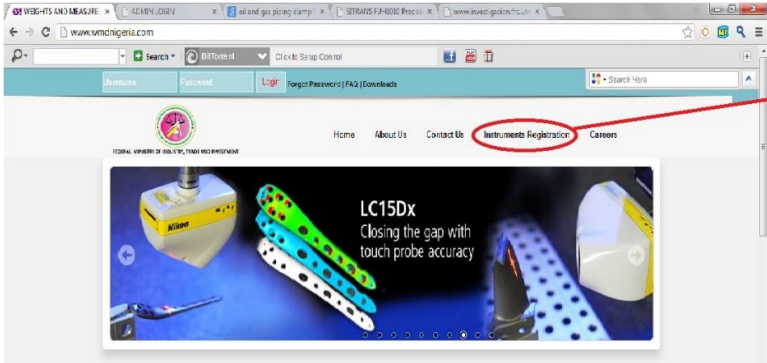
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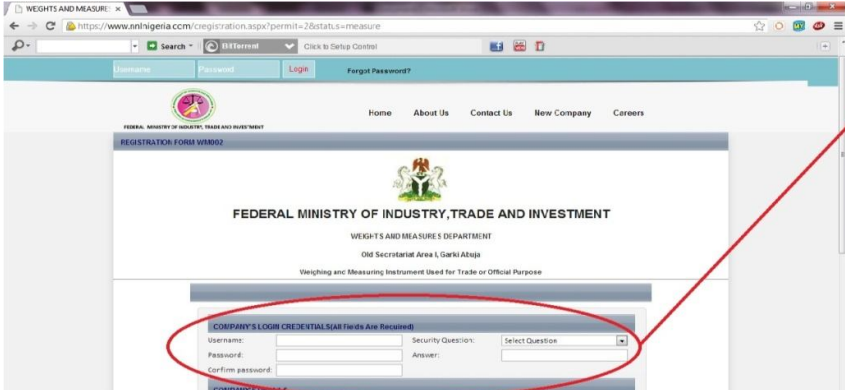
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Company registration continued



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Confirm password:

COMPANY'S DETAILS

Name Of Company: Telephone:
RC Number: Email:
Address: Website:
P.O. Box: Fax Number:
State: Select State: Representative:
LGA: Select LGA:
City: Select City: Mobile:

STEP 3

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Title: Mobile:
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