



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

The screenshot shows the 'COMPANY'S DETAILS' section of the registration form. A red oval highlights the fields for Name Of Company, RC Number, Address, P.O. Box, State, LGA, and City. To the right, a red box labeled 'STEP 3' lists the required information: Name of company, Company RC Number, Address, State, LGA, City, Company contact details, Telephone, Email, and Website.

Name Of Company	Telephone
[Input Field]	[Input Field]

RC Number	Address	P.O. Box	State	LGA	City	Email	Website	Fax Number	Representative	Mobile
[Input Field]	[Input Field]	[Input Field]	[Select Box]	[Select Box]	[Select Box]	[Input Field]	[Input Field]	[Input Field]	[Input Field]	[Input Field]

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

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

The screenshot shows the 'FORM FILLED BY' section of the registration form. A red oval highlights the Title, Fullname, Mobile, and Email Address fields. To the right, a red box labeled 'STEP 4' lists the required information: Fill in contact details of the company representative filling the Form, Title, Fullname, Mobile number, and email address. Below it, a green box labeled 'STEP 5' lists the action: Click on Submit to complete company registration.

Title	Mobile
[Select Box]	[Input Field]

Fullname	Email Address
[Input Field]	[Input Field]

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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COMPANY REGISTRATION

STEP 1 of 4: REGISTRATION OF NEW COMPANY

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

STEP 2 of 4: CREATE COMPANY LOGIN DETAILS

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

STEP 3 of 4: FILL IN COMPANY DETAILS

The screenshot shows a web browser window titled "WEIGHTS AND MEASURE" with the URL <https://www.nnligeria.com/registration.aspx?permit=2&status=measure>. The page header includes the logo of the Federal Ministry of Industry, Trade and Investment, the Weights and Measures Department, and the location Old Secretariat Area I, Garki Abuja. The main content area is titled "Weighing and Measuring Instrument Used for Trade or Official Purpose". A red oval highlights the "COMPANY'S DETAILS" section, which contains fields for Name Of Company, RC Number, Address, P.O. Box, State, LGA, City, Telephone, Email, Website, Fax Number, Representative, and Mobile. To the right, a red box labeled "STEP 3" lists the required fields: Name of company, Company RC Number, Address, State, LGA, City, Company contact details, Telephone, Email, and Website.

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

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

The screenshot shows the same web browser window as the previous step. The "COMPANY'S DETAILS" section is still highlighted with a red oval. Below it, a new section titled "FORM FILLED BY" is highlighted with a red oval. This section contains fields for Title, Firstname, Lastname, Mobile, and Email Address. To the right, a red box labeled "STEP 4" lists the required fields: Fill in contact details of the company representative filling the Form, Title, Fullname, Mobile number, and email address. A green box labeled "STEP 5" at the bottom right lists the action: Click on Submit to complete company registration, with a green arrow pointing to the "Submit" button.

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.