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EXPORTER GUIDE TO NIGERIA

SONCAP CERTIFICATION PROCESS

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STANDARDS ORGANIZATION OF NIGERIA CONFORMITY ASSESSMENT PROGRAMME (SONCAP)

The SON Conformity Assessment Programme (SONCAP) is a mandatory scheme introduced by the Federal Government of Nigeria to ensure the quality and standards of all imports of regulated products into the country.

Based on Act n°56 of 1971 and subsequent amendments, the Conformity Assessment Program (SONCAP) was introduced by the Federal Government of Nigeria to address the concern of unsafe products entering the country.

In order to clear their goods in Nigeria, importers need to have for every consignment of regulated products, a Product Certificate (PC) and a SONCAP Certificate (SC).

Since 2013, Cotecna has officially been appointed by the Standards Organisation of Nigeria (SON) as a partner of the SONCAP programme and is therefore authorized to carry out verification of conformity of imported goods and issue Product Certificates (PC) and SONCAP Certificates (SC) in the exporting country.

The aim of this program is to protect the health and safety of Nigerian consumers.

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SONCAP REGULATED PRODUCTS:

All products other than those exempted are regulated under the SONCAP programme. To confirm if your product is regulated and to help you determine which standard(s) are applicable to your product, please contact your nearest Cotecna office or Cotecna Nigeria.

SONCAP Exempted Products

> Food products

> Drugs (Medicines)

> Medicals other than equipment and machines

> Chemicals used as raw material by bonafide manufacturers

> Military wares & equipment

> Goods classified as contraband by the Federal Government of Nigeria

> Used products other than automobiles

> Machinery or related spare parts for bonafide manufacturers who intend to use this for their own manufacturing purposes are advised to apply to the SON for SONCAP import permit

3 SONCAP CERTIFICATION PROCESS

In order to clear their goods, importers need to have the following documents for every consignment of regulated products:

> A Product Certificate (PC), issued by Cotecna
> A Certificate of Conformity (COC), called the SONCAP Certificate (SC), issued by Cotecna

Obtaining the SC from Cotecna is based on first having a valid Product Certificate (PC). The PC is required for the opening of the Form M, which is a document needed to pre-declare the goods to be imported in Nigeria.
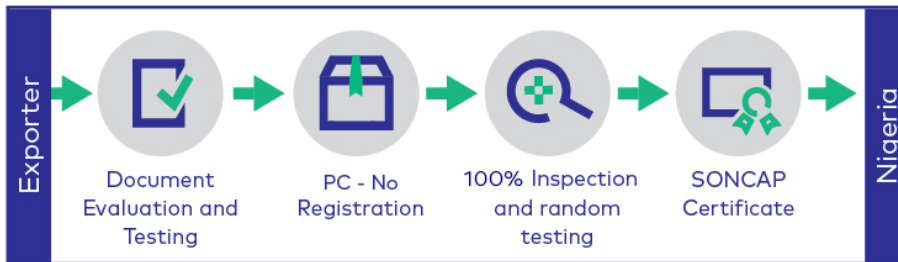
3 Certification Routes

Exporters can obtain a Product Certificate (PC) and a SONCAP Certificate (SC) through Cotecna using one of three levels of compliance, called "**Routes**".

Route A: Unregistered or Unlicensed Products - PC(U)
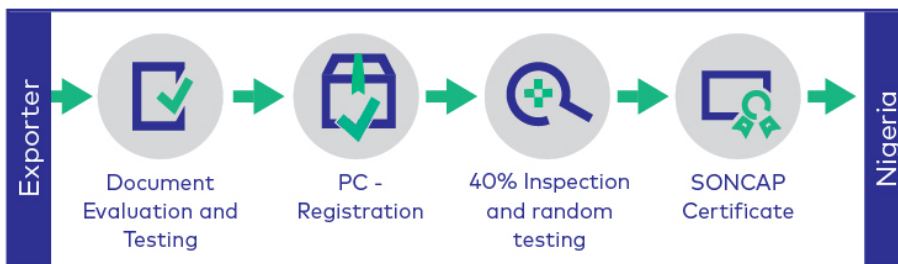For exporters with infrequent shipments or sensitive products.

ROUTE A

Exporter → Document Evaluation and Testing → PC - No Registration → 100% Inspection and random testing → SONCAP Certificate → Nigeria

Route B: Registered Products - PC(R)
For exporters/manufacturers with regular shipments and that have QMS in place.

ROUTE B

Exporter → Document Evaluation and Testing → PC - Registration → 40% Inspection and random testing → SONCAP Certificate → Nigeria

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Route C: Licenced Products - PC(L)

For exporters/manufacturers/brand owners, that have frequent shipments to Nigeria and/or those who have demonstrated excellent level of compliance under Route B.

ROUTE C

Valid Conformity Documents

Exporter will submit to Cotecna "Valid Conformity Documents", such as test reports, quality certificates and analysis reports.

A conformity document is valid when it has been issued by:

> Third Party or in-house ISO/IEC 17025 accredited laboratory

> Approved laboratory as per Cotecna/SON's procedures

4 PC/SC E-PORTAL ONLINE ACTIVATION

After the Product Certificate (PC) and a SONCAP Certificate (SC) are issued and successfully sent to SON from our platform, the importer will need to activate the certificates on the web portal of the Federal Government of Nigeria Single Window for Trade.

For Product Certificate (PC) activation:

1. Visit https://soncap.son.gov.ng/certificateActivation/webform#
2. Click on the **Apply to Activate Product Certificate** button.
3. Complete the form by inputting the Certificate Number, the Importer Name, the TIN Number and the Importer Phone Number.
4. Click on the **SUBMIT** button. Upon completion of the process, a pop-up message will confirm activation.

To ensure it has been sent to the Customs/NICIS portal, the importer should do the following:

5. Visit: https://trade.gov.ng/trade/son/search.do
6. Input the Certificate Number and click on the **Product Certificate** radio button.
7. Click on Search to display the certificate.
8. Proceed with the Form M process.

For SONCAP (SC) activation:

1. Visit https://soncap.son.gov.ng/certificateActivation/webform#
2. Click on the **Apply to Activate SONCAP Certificate/Import Permit** button.
3. Under Type of Activation, select **SONCAP Activation for PAAR** from the dropdown list.
4. Complete the form by inputting the SONCAP/Certificate Number, the Importer Name, the TIN Number and the Importer Phone Number.
5. Click on the **SUBMIT** button. Upon completion of the process, a pop-up message will confirm activation.

To ensure it has been sent to the Customs/NICIS portal, the importer should do the following:

6. Visit: https://trade.gov.ng/trade/son/search.do
7. Input the Certificate Number and click on the **SONCAP Certificate** radio button
8. Click on Search to display the certificate
9. Proceed with the PAAR process.

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FEES & CONDITIONS

Fees valid as of 1st of August 2022

Process	Type of Product / Certificate	Fees in USD per Certificate	Validity
Registration and Licensing	PC (U) - Product Certificate Unregistered	500	6 months
	PC (R) - Product Certificate Registered	1,000	1 year
	PC (L) - Product Certificate Licensing	2,000	1 year
Shipment Certificate	SC - SONCAP Certificate	350	per shipment
Other	New Product on PCU, PCR, PCL	350	per product
	Additional model	10/120	per month/year
	Amendment of Certificate	100	/
	Non-Conformity Report	350	/

> All costs incurred for presenting the goods for inspection, such as unpacking, handling, repacking, are borne by the exporter/seller.

> If the goods do not conform to the requirements, fees for physical inspection, testing and Non Conformity Report issuance remain due to Cotecna.

> This programme is subject to the General Terms and Conditions of Cotecna.

CONTACT DETAILS & PRACTICAL INFORMATION

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Cotecna Offices	**> All offices Contact List** **> Nigeria - Lagos** **Ade ADEDIRAN** **Country Manager** ade.adediran@cotecna-nigeria.com +234 803 077 0071 **Oluwabukola AKPATA** **SONCAP Coordinator** oluwabukola.akpata@cotecna-nigeria.com +234 802 315 9498 **> Nigeria - Port Harcourt** **Abdulkarim HASSAN** **SONCAP Coordinator** abdulkarim.hassan@cotecna-nigeria.com +234 803 717 3183 **Faith FAYOKUN** **SONCAP Supervisor** faith.fayokun@cotecna-nigeria.com +234 803 723 3046
Customer Portal	**> https://portal.cotecna.com/en/session/login**
Useful websites	**> exports-to-nigeria.com** **> cotecna.com** **> son.gov.ng**

To download the **Request for Certification** please click here.

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