



STEPS TO PROCESSING SON e-CERTIFICATES FOR PROCESSING FORM ‘M’ AND PAAR

1. IMPORTERS WITH VALID SON e-PRODUCT CERTIFICATE AND SONCAP e-CERTIFICATES
2. IMPORTERS WITH VALID e-IMPORT PERMIT
3. IMPORTERS WITHOUT VALID SON e-CERTIFICATES NOR VALID e-IMPORT PERMIT’

S/N	STAGES
1.0	IMPORTERS WITH VALID SON CERTIFICATES
1.1	<p><u>FORM ‘M’ PROCESSING</u></p> <p>After obtaining SONCAP PRODUCT CERTIFICATE through an IAF, Importer visits the trade portal www.trade.gov.ng/son and proceed as follows;</p> <ul style="list-style-type: none"> • Importer clicks on ‘Activate SONCAP/Product Certificate’ icon’ • Importer clicks on ‘APPLY TO ACTIVATE PRODUCT CERTIFICATE’ • Importer completes the displayed form • Click on ‘SUBMIT’ icon • Importer can then proceed to complete the FormM application by inputting the SON Product Certificate Number into the attachment field of the FormM • The system will then automatically attach the certificate to the form once the certificate number inputted is valid <p><i>NOTE: If the SON Product Certificate and TIN inputted by the consignee are valid, the system will automatically send the electronic copy of the SON Product Certificate to the NICIS portal</i></p> <p>The consignee can view the transmitted certificate by following these steps;</p> <ul style="list-style-type: none"> • Importer go back to the trade portal www.trade.gov.ng/son • Importer click on SEARCH CERTIFICATES • Importer inputs SON Product Certificate into the ‘REFERENCE NUMBER’ space • Importer click on the Product Certificate box in the ‘type’ field • Importer clicks search to view the certificate <p>The certificate will automatically be displayed if it has been transmitted to NICIS. But if the certificate is invalid, the system will display ‘NO SON CERTIFICATE FOUND’</p>



	<p>If there are issues, Consignee could contact the SONCAP HELPDESK for assistance</p>
<p>1.2</p>	<p><u>PAAR CONSIGNMENT PROCESSING</u></p> <p>After obtaining SONCAP CERTIFICATE through an IAF Importer visits the trade portal www.trade.gov.ng/son and proceed as follows;</p> <ul style="list-style-type: none"> • Importer clicks on ‘Activate SONCAP/Product Certificate’ icon’ • Importer clicks on ‘APPLY TO ACTIVATE SONCAP CERTIFICATE’/e-IMPORT PERMIT • Importer completes the displayed form • Click on ‘SUBMIT’ icon • Importer can then proceed to complete the PAAR application by inputting the SONCAP Certificate Number into the attachment field of the PAAR Consignment • The system will then automatically attach the certificate to the form once the certificate number inputted is valid <p><i>NOTE: If the SONCAP Certificate and TIN inputted by the consignee are valid, the system will automatically send the electronic copy of the SONCAP Certificate to the NICIS portal</i></p> <p>The consignee can view the transmitted certificate by following these steps;</p> <ul style="list-style-type: none"> • Importer go back to the trade portal www.trade.gov.ng/son • Importer click on SEARCH CERTIFICATES • Importer inputs SONCAP Certificate into the ‘REFERENCE NUMBER’ space • Importer click on the SONCAP Certificate box in the ‘type’ field • Importer clicks search to view the certificate <p>The certificate will automatically be displayed if it has been transmitted to NICIS. But if the certificate is invalid, the system will display ‘NO SON CERTIFICATE FOUND’</p> <p>If there are issues, Consignee could contact the SONCAP HELPDESK for assistance</p>
<p>2.0</p>	<p><u>IMPORTERS WITH VALID IMPORT PERMIT AND IMPORTERS APPLYING FOR e-IMPORT PERMIT</u></p>
<p>2.1</p>	<p><u>FORM 'M' PROCESSING</u></p> <p>Importers with valid Import Permits and Importers applying newly for e-Import Permit shall proceed as follows;</p> <ul style="list-style-type: none"> • Importer visits www.son.gov.ng • Importer clicks on self-service icon

- Importer selects ‘Apply for e-Import Permit’
- Importer fills all the required fields on the displayed form
- Importer with existing valid Import Permit also input the ‘PERMIT NUMBER’ on the required field
- Importer submit the e-Import Permit application form

SONCAP Office will review the supplied information and respond as follows;

- Importer with existing valid Import Permit application is approved and the generated ‘e-Product Certificate is transmitted to NICIS. Importer is then issued an e-Import Permit number for processing FormM application.
- New applicants for e-Import Permits are notified through the supplied email address of the applicable service charge and the modalities for payment as stated on the attached e-Demand Note.
- Once payment is confirmed and the application is approved, the system generated e-Import Permit is transmitted to NICIS. The importer is then issued an e-Import Permit number for processing FormM application
- Importer can then proceed to complete the FormM application by inputting the e-Import Permit Number into the attachment field of the FormM

The system will then automatically attach the e-Import Permit to the form once the certificate number inputted is valid

NOTE: e-Import Permit is only applicable to some special class of importers, especially MAN members who imports machinery and spare parts for their plants. Commercial products do not qualify for import permit. More clarification on e-Import Permits can be obtained from the SONCAP HELPDESK.

2.2

PAAR PROCESSING

After obtaining the e-Import Permit number through the process 2.1 above, Importer proceeds as follows;

- Importer visits the trade portal www.trade.gov.ng/son
- Importer clicks on ‘Activate SONCAP/Product Certificate’ icon’
- Importer clicks on ‘APPLY TO ACTIVATE SONCAP CERTIFICATE/e-IMPORT PERMIT’
- Importer inputs e-Import Permit Number as SONCAP Certificate Number and completes the displayed form
- Click on ‘SUBMIT’ icon
- System verifies the authenticity and validity period of e-Import Permit and notifies importer once the process of activation is successful.

	<ul style="list-style-type: none"> • Importer can then proceed to complete the PAAR application by inputting the e-Import Permit Number as SONCAP number in the attachment field of the PAAR Consignment form. • The system will then automatically attach the e-Import Permit certificate to the form once the certificate number inputted is valid <p><i>NOTE: If the e-Import Permit Number and TIN inputted by the consignee are valid, the system will automatically send the electronic copy of the e-Import Permit to the NICIS portal</i></p> <p>The consignee can view the transmitted e-Import Permit by following these steps;</p> <ul style="list-style-type: none"> • Importer go back to the trade portal www.trade.gov.ng/son • Importer click on SEARCH CERTIFICATES • Importer inputs e-Import Permit number as the SONCAP Certificate into the ‘REFERENCE NUMBER’ space • Importer click on the SONCAP Certificate box in the ‘type’ field <p>Importer clicks search to view the e-Import Permit</p>
3.0	<p><u>IMPORTERS WITHOUT SONCAP CERTIFICATES AND VALID e-IMPORT PERMIT</u></p>
3.1	<p><u>FORM 'M' PROCESSING</u></p> <p>All Importers who wish to commence importation at FormM level but with no valid SON Certificates/e-Import Permit should immediately contact the nearest SONCAP Office or the IAFs for guidance.</p> <p>No FormM application shall be validated without valid SON Product Certificate.</p>
3.2	<p><u>PAAR PROCESSING</u></p> <p>For some category of Importers whose FormM have been approved prior to 10th September 2015 launching of SON e-certificates, but who do not have valid SON Certificates nor valid e-Import Permits, the Director General/Chief Executive has graciously approve a three-month grace period for which their consignments can be cleared following the procedure below;</p> <ul style="list-style-type: none"> • Importer visits www.son.gov.ng • Importer clicks on self-service icon • Importer selects ‘Apply for e-Provisional Clearance Certificate (e-PCC)’ • Importer fills all the required fields on the displayed form • Importer submit the e-PCC application form

SON Inspectorate and Compliance Office review the supplied information and respond as follows;

- Applicants for e-PCC are notified through the supplied email address of the applicable service charge and the modalities for payment as stated on the attached e-Demand Note.
- Once payment is confirmed and the application is approved, the system generated e-PCC is transmitted to NICIS.
- The importer is then issued an e-PCC Number for processing PAAR consignment application
- Importer can then proceed to complete the PAAR application by inputting the e-PCC Number into the attachment field of the PAAR Consignment.
- The system will then automatically attach the e-PCC to the form once the certificate number inputted is valid

The consignee can view the transmitted e-PCC by following these steps;

- Importer go back to the trade portal www.trade.gov.ng/son
- Importer click on SEARCH CERTIFICATES
- Importer inputs e-PCC Number as the SONCAP Certificate into the ‘REFERENCE NUMBER’ space
- Importer click on the SONCAP Certificate box in the ‘type’ field
- Importer clicks search to view the certificate

The certificate will automatically be displayed if it has been transmitted to NICIS.

In case of any issue, Consignee can contact the SON INSPECTORATE & COMPLIANCE HELP-DESK for assistance (see attached list).

4.0 All Banks are to contact the SON Helpdesk Officers or Webb Fontaine Nig Customer Service if there are issues in completing the FormM and PAAR Consignment processes.

END



FLOWCHART FOR ELECTRONIC PROCESS OF ACTIVATION/APPLICATION OF PRODUCT CERTIFICATE/SONCAP CERTIFICATE/IMPORT PERMIT

STEP 1: OBTAIN PRODUCT CERTIFICATE / SONCAP CERTIFICATE FROM ANY IAF (CCIC, COTECNA, INTERTEK, SGS) OF YOUR CHOICE

OR IMPORT PERMIT FROM SON WEBB SITE



STEP 2: GO TO SONCAP ONLINE WEBSITE: www.son.gov.ng (click self-services for e-Import Permit) or www.trade.gov.ng and click (Activate Product/SONCAP certificate)



STEP 3: INPUT DETAILS REQUIRED TO ACTIVATE PC/SC AND SUBMIT (as indicated below)

Certificate Number:

Importer Name:

Importer TIN:

Please input FIRS validated TIN already registered on the Trade Portal that will be used for Form M processing

Contact Mobile Number

Submit

Cancel

AFTER SUCCESSFUL VERIFICATION, YOUR CERTIFICATE CAN NOW BE VIEWED AND USED ON THE TRADE PORTAL AFTER 24 HRS by clicking 'search certificate (trade.gov.ng)

***NOTE:** For Non-Valid TIN Number during submission go to www.trade.gov.ng/FIRS to get procedures for TIN Number Verification/Validation. Only TIN Numbers registered on the trade.gov.ng will be valid for any SON Transaction.