

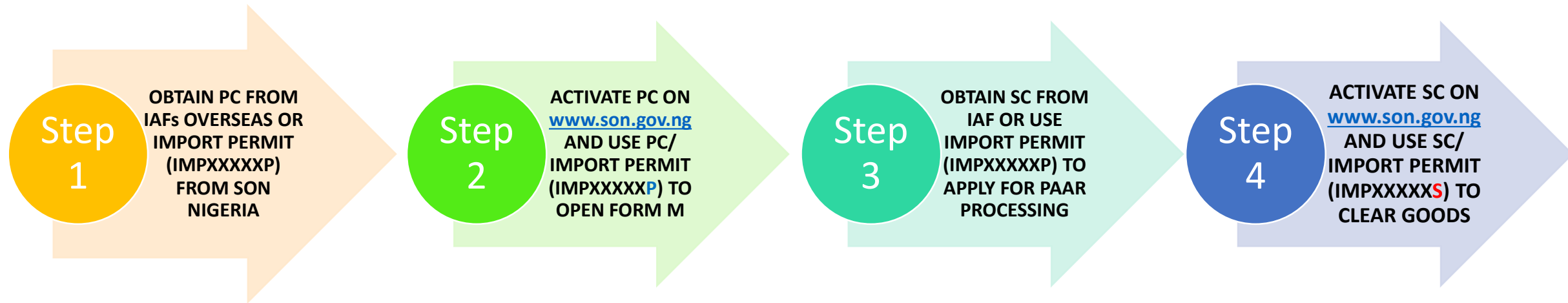
# ABOUT SONCAP

SIMPLE STEPS TO OBTAINING PERMITS FOR IMPORTATION





# SONCAP PROCESS FLOW



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## Standards Organisation of Nigeria Conformity Assessment Programme (SONCAP) Products and Turnaround Times for Obtaining Each

Products/Services	Service Charges	Turnaround Time (Max)
SONCAP Product Certificate (PC)	<p>Product Certificate 1 (Unregistered Status) = \$300                      Product Certificate 2 (Registered Status) = \$300                      Product Certificate 3 (Licensed Status) = \$1,300</p> <ul style="list-style-type: none"> <li>○ Additional models to be included in the same certificate and covered in the same test report are charged at an additional \$5 per month per model which translates to \$60 per annum.</li> <li>○ Certificate amendment fee = \$100</li> </ul>	<p>PC's are generated within <b>96 Hours</b> considering all time zones.                      However, PC's can be generated within <b>24 Hours</b> subject to the following fulfillments:</p> <ul style="list-style-type: none"> <li>• All Qualifying documents and Test Reports are submitted within a reasonable time frame.</li> <li>• All products are in compliance to applicable standard requirements.</li> </ul> <p><b>Note: Issuance of PC can be affected by:</b></p> <ul style="list-style-type: none"> <li>• Non-availability of Test Documents</li> <li>• Product Testing, compliance to applicable standard ins some cases might takes longer (depending on availability of laboratory for testing in the region and days for completion of the tests).</li> <li>• Delays faced in scheduling and availability of site for Factory Audit at the Manufacturer's premises (in case of PC3)</li> <li>• Time taken to perform Corrective Action by the Applicants for discrepancies identified during Factory Audit (in case of PC3)</li> <li>• Huge product list to be included in the PC, evaluation of Test Reports and qualifying documents might take longer than 96hrs.</li> </ul>
SONCAP Certificate (SC)	\$300.00 per certificate	<p>SC's are generated within <b>96 Hours</b> considering all time zones.                      However, SC's can be generated within <b>24 Hours</b> subject to the following fulfillments:</p> <ul style="list-style-type: none"> <li>• All Qualifying documents and Test Reports are submitted within a reasonable time frame.</li> <li>• All products are in compliance to applicable standard requirements.</li> </ul> <p><b>Note: Issuance of SC can be affected by:</b></p> <ul style="list-style-type: none"> <li>• Exporter's delay in scheduling and availability of products for inspection at warehouse and manufacturers premises</li> <li>• Witnessing the loading and sealing of Full Container Load (FCL) during physical inspection takes longer than two to three working day in some cases.</li> <li>• Delay in submitting final and essential documents by the Exporters/Importers such as BA number, TIN number, etc.</li> <li>• Delay in rectification of identified discrepancies during physical inspection of a shipment and IAFs to re-schedule for re-inspection to verify compliance</li> </ul>

## Standards Organisation of Nigeria Conformity Assessment Programme (SONCAP) Products and Turnaround Times for Obtaining Each

Products/Services	Service Charges	Turnaround Time (Max)
Non-Conformity Report (NCR)	\$350.00 per certificate	NCR's are generated within 48 hours upon fulfilment of test criteria (Note: NCR's are issued to non conforming products tested, inspected, audited, and verified by IAFs)
SONCAP Import Permit	1.5% of FOB Free of Charge for NGOs importing relief items	Issuance of Demand Note – 3 Working Days Activation of Import Permit to NICIS Portal – 3 Working Days (Note: Applies to only receipted payments sent to <a href="mailto:soncapdesk@son.gov.ng">soncapdesk@son.gov.ng</a> )
Activation of SONCAP Product Certificate	Free of Charge	Real Time
Activation of SONCAP Certificate	Free of Charge	Real Time
Activation of Import Permit for PAAR	Free of Charge	3 Working Days (Note: All Pre Arrival Assessment Report Applications must be carried out at the time of departure of consignments to Nigeria. Any application for PAAR for goods already at Nigerian Ports and Borders will be termed as default and penalized accordingly.

# NOTES

- PC = PRODUCT CERTIFICATE
- SC = SONCAP CERTIFICATE
- NCR = NON-CONFORMITY REPORT
- IMPORT PERMIT (IMPXXXXXP) = PC
- IMPORT PERMIT (IMPXXXXXS) = SC
- IAF = INDEPENDENT ACCREDITED FIRMS
- FOB = FREIGHT ON BOARD
- FOC= FREE OF CHARGE

**FOR ACTIVATION OF PC/SC VISIT** <http://www.soncaponline.com:8080/soncaponline/certificateapplication.webForm>

**FOR IMPORT PERMIT APPLICATION VISIT** <http://soncaponline.com:8080/soncaponline/importpermitapplication.webform>

**TO SEARCH FOR ACTIVATED CERTIFICATES VISIT** [www.trade.gov.ng/son/search.do](http://www.trade.gov.ng/son/search.do)

**SUPPORT LINES** – 08077440100, 08077440111, 08077440128, 08077440139, 08077440136, 08077440146, 08077440148, 08077440160, 08077440165, 08077440176, 08077440178, 08077440223, 08077440233, 08077440236, 08077440255

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