



<https://soncap.son.gov.ng/Account/CompanyRegistration>

SONCAP User Guide for Importers

How to update Importer Profile

Accessing the eSONCAP Portal

Step 1. Type <https://son.gov.ng> in the address bar of your browser

Step 2. Go to Services Menu

Step 3. Click SONCAP, then click on 'Import Permit Application'

Step 4. eSONCAP Portal will be displayed



Sign in to Continue.

E-Mail

Password

Remember Me? [Forgot your password?](#)

[Company Registration or Individual Registration](#)



Importer Profile Creation

Step 1. Input your email address, TIN Number and Password

Step 2. Click on Log in button



Sign in to Continue.

Email

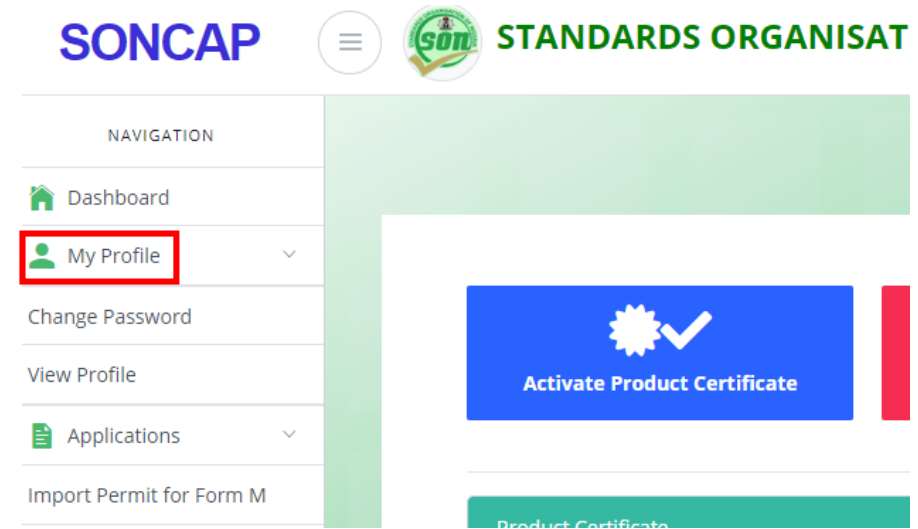
TIN

Password

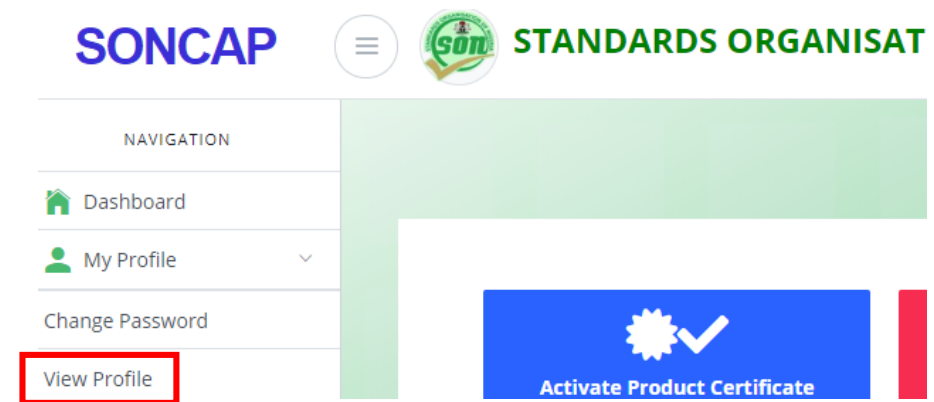
Remember Me? [Forgot your password?](#)

LOG IN


Step 3. Click on my profile



Step 4. Click on view profile



Step 4. Modify your details as required and click update details. A success message will be displayed

SONCAP  STANDARDS ORGANISATION OF NIGERIA

NAVIGATION

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DETAILS Company Details / Dashboard

xxxxxxx Limited [REFRESH TIN]

TIN No.: xxxxxxx-0001 CAC No.: Rc.xxxx

PHONE NUMBER: 080xxxxxxx

EMAIL ADDRESS: xxxxxx@yahoo.com

Company Details Profile Documents

Company Information

Company Name: xxxxxx Limited

TIN: xxxxxxx-0001

Registration Number: Rc.xxxx

Company Size: Large

Class of Company: NGO

Business Address: Vatebra HQ, Abiola Street, Tope Estate

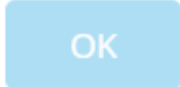
Warehouse Address: Apapa Wharf

UPDATE DETAILS

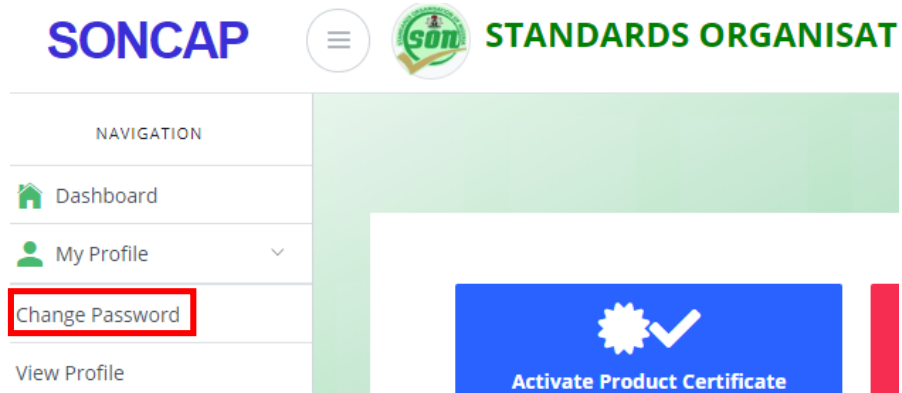


Success!!!

Details updated successfully.



Step 5. Click on 'Change Password'



Step 6. Input the details as shown below; click change password

The screenshot shows the 'CHANGE PASSWORD' form. The form has a green header with the text 'CHANGE PASSWORD'. Below the header, there are three input fields: 'Current password', 'New password', and 'Confirm new password'. Each input field contains a series of dots representing masked text. Below the input fields, there is a green button labeled 'Change Password'.

NB. A successful message will be displayed.