



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

# SONCAP User Guide for Importers

How to apply for PC & SC Activation

# 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](#)



# Product & SONCAP Certificate Application

**Step 1.** Click on Applications and Activate Product Certificate or click on the quick link in the dashboard

The screenshot displays the SONCAP dashboard interface. At the top left, the SONCAP logo and the text 'STANDARDS ORGANISATION OF NIGERIA' are visible. On the right, there are notification icons and a user profile dropdown showing 'xxxxx@yahoo.com'. A navigation sidebar on the left lists various options, with 'Activate Product Certificate' highlighted in red. The main dashboard area features four large colored buttons: 'Activate Product Certificate' (blue), 'Activate SONCAP Certificate' (red), 'Apply for Import Permit For Form M' (teal), and 'Apply for Import Permit For PAAR' (orange). Below these buttons are two summary cards: 'Product Certificate' and 'SONCAP Certificate'. The 'Product Certificate' card shows 0 Pending, 0 Rejected, and 1 Activated certificates. The 'SONCAP Certificate' card shows 0 Pending, 0 Rejected, and 0 Activated certificates. Red arrows point to the 'Activate Product Certificate' button in the main dashboard and the 'Activate Product Certificate' option in the sidebar.

NAVIGATION

- Dashboard
- My Profile
- Change Password
- View Profile
- Applications
  - Import Permit for Form M
  - Import Permit for PAAR
  - Activate Product Certificate**
  - Activate SONCAP Certificate

Or click here

Dashboard / Dashboard

Activate Product Certificate

Activate SONCAP Certificate

Apply for Import Permit For Form M

Apply for Import Permit For PAAR

Product Certificate			View All
Pending	Rejected	Activated	
0	0	1	

SONCAP Certificate			View All
Pending	Rejected	Activated	
0	0	0	

Click Here

**Step 2.** Click on Activate Certificate Button

**Step 3.** Input your product certificate number and click on Validate. The details of the certificate will be displayed.

**Step 4.** Click on submit to send your application to the SONCAP team for approval. A success message will be displayed.

The screenshot shows a web interface for managing product certificates. At the top right, there is a breadcrumb trail: "Product Certificate / Dashboard". A red arrow points to the text "click here" above the breadcrumb. Below this, a search bar contains fields for "Certificate #", "From Date", and "To Date", followed by a "Search" button. A table lists certificates with columns: "TRANSMISSION DATE", "EXPIRY DATE", "CERTIFICATE #", "EXPORTER NAME", "STATUS", and "ACTION". The first row shows a certificate with transmission date "07 Nov 2019", expiry date "07 Nov 2020", and certificate number "NGP 2019 xxxxxx 0001". The status is "Activated" and the action is "Go to Trade.gov.ng". A red box highlights a "+ Activate Certificate" button next to the first row. Below the table, two "Certificate Activation" modal windows are open. The left modal shows the certificate number "NGP 2019 xxxxxx 0002" and its details: Transmission Date (07/11/2019), Expiry Date (07/11/2020), Exporter Name (XXXXXXXXXXXXXXXXXXXXXXXXXXXX), and Issuer (BUREAU VERITAS). The right modal shows the same certificate number and a "Validate" button. At the bottom of the page, there is a "Submit" button and a "Close" button.

**PRODUCT CERTIFICATE**

Product Certificate / Dashboard

click here

Certificate # From Date To Date Search

TRANSMISSION DATE	EXPIRY DATE	CERTIFICATE #	EXPORTER NAME	STATUS	ACTION
07 Nov 2019	07 Nov 2020	NGP 2019 xxxxxx 0001		Activated	Go to Trade.gov.ng
		NGP 2019 xxxxxx 0002			

**Certificate Activation**

Certificate Number: NGP 2019 xxxxxx 0002 Validate

Transmission Date 07/11/2019

Expiry Date 07/11/2020

Exporter Name XXXXXXXXXXXXXXXXXXXXXXXX

Issuer BUREAU VERITAS

**Certificate Activation**

Certificate Number: Enter Product Certificate Number Validate

COTECNA

Close

Close Submit







**Step 5.** After SONCAP's representative has activated the certificate, you are required to login to view the certificate status; the certificate is available for further action.

**PRODUCT CERTIFICATE** Product Certificate / Dashboard

Certificate # From Date To Date Search + Activate Certificate

TRANSMISSION DATE	EXPIRY DATE	CERTIFICATE #	EXPORTER NAME	STATUS	ACTION
07 Nov 2019	07 Nov 2020	NGP 2019 xxxxxx 0001	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	Activated	Go to Trade.gov.ng
07 Nov 2019	07 Nov 2020	NGP 2019 xxxxxx 0002		Activated	Go to Trade.gov.ng
07 Nov 2019	07 Nov 2020	NGP 2019 xxxxxx 0003		Draft	Go to Trade.gov.ng

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**NB.** For SONCAP Activation, you are required to select 'Activate SONCAP Certificate', and follow the same process as stated above.

SONCAP STANDARDS ORGANISATION OF NIGERIA

xxxxx@yahoo.com

Dashboard / Dashboard

NAVIGATION

- Dashboard
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Or click here

Activate Product Certificate

Activate SONCAP Certificate

Apply for Import Permit For Form M

Apply for Import Permit For PAAR

Product Certificate			View All
Pending	Rejected	Activated	
0	0	1	

SONCAP Certificate			View All
Pending	Rejected	Activated	
0	0	0	