

GUIDELINES ON THE REGISTRATION FOR NATIONAL CARRIER, SHIPPING COMPANIES/AGENTS AND CABOTAGE OPERATORS

The Legal Services Unit registers National Carriers, Shipping Companies/Agents and Cabotage Operators provided that they have fulfilled all the requirements provided in the Agency's Guidelines which are listed below:

A. REGISTRATION UNDER THE NATIONAL CARRIER STATUS

For this status, the company must adhere to the following requirements:

1. Fully owned Nigerian Company with Nigerian equity ownership of at least 60%;
2. Company must be registered in Nigeria;
3. Head office must be in Nigeria, Management and control must be directed from the Head Office;
4. Vessels to operate in deep sea and not coastal or inland waterways;
5. Company must own at least one ocean going vessel of not less than 5,000 net registered tonnage;
6. Vessel must be registered in the Nigerian Register of Ships;
7. 100% of crew and at least 75% of shipboard officers including Captain and Chief officer and wherever possible, Chief Engineers are Nigerians;
8. The terms and conditions of the employment of seafarers engaged in the company are in conformity with Nigerian Laws and acceptable international rules and standards.

In addition, the following must also be submitted along with the completed registration form:

- a. Current Tax Clearance Certificate;
- b. Certified True Copy of Form Co7 (Particulars of Directors);
- c. Certified True Copy of Certificate of Incorporation;
- d. Certified True Copy of Memo and Article of Association for which the share capital must not be less than N100 Million and the main objects must be shipping;
- e. Latest Audited Account;
- f. Completed NIMASA Form B1
- g. Joint Venture Agreement (for oil and other specialized lifting operations) Where applicable;
- h. Evidence that Company has filed its Annual Returns;
- i. Copy of Certificate of Vessel Registration;
- j. Copy of Certificate of Vessel Insurance;
- k. Copy of Certificate of Minimum safe Manning for each owned vessel;
- l. Copy of current list of each owned vessel;
- m. Certificate of Registration with Nigerian Ports Authority;
- n. Bank Reference.

REGISTRATION AS A SHIPPING AGENT/COMPANY/CABOTAGE OPERATOR

For this status, the company must adhere to the following requirements:

1. REQUIREMENTS FOR REGISTRATION

1.1 DOCUMENTS

To qualify for registration and issuance of Operating License as a Shipping Company/Agent/ Cabotage Operator, a company must be engaged mainly in shipping business and must submit the following documents:

- a. Completed NIMASA Form B1;
- b. Current Tax Clearance Certificate;
- c. Certified True Copy of Form Co7 (Particulars of Directors);
- d. Certified True Copy of Certificate of Incorporation;
- e. Certified True Copy of Memo and Article of Association for which the share capital must not be less than N25 Million and the main objects must be shipping;
- f. Latest Audited Account;
- g. CAC 2A (Post Incorporation) where applicable
- h. Evidence that Company has filed its Annual Returns;
- i. Evidence of Registration as a Licensed Customs Agent;
- j. Bank Reference;
- k. Joint Venture Agreement(where applicable); and
- l. Charter-party Agreement (where applicable).

1.2 FEES

- a) NIMASA Registration Form B1.....N10,000.00; and
- b) Registration fee.....N100,000.00.

1.3 PHYSICAL INSPECTION OF THE HEAD OFFICE OF THE COMPANY

Physical Inspection of the Head Office of the company shall be conducted and original copies of submitted documents shall be sighted and verified during inspection.

2. REQUIREMENTS FOR RENEWAL

2.1 DOCUMENTS

To qualify for renewal and issuance of Operating License as a Shipping Company/Agent/ Cabotage Operator, a company must be engaged mainly in shipping business and must submit the following documents:

- a. Current Tax Clearance Certificate;
- b. Latest Audited Account; and
- c. Evidence that Company has updated and filed its Annual Returns at Corporate Affairs Commission (CAC)

- d. Confirmation that Company is not indebted to the Agency and has complied with payment of 2% or 3% statutory levies.

2.2 FEES

Renewal fees for registration as a Shipping Company/Agent/ Cabotage Operator shall be a non-refundable fee of N 15,000.

NOTE:

The Nigerian Maritime Administration and Safety Agency (NIMASA) reserves the rights to review the above fees.

3. PROCESSING PERIOD FOR REGISTRATION AND RENEWAL

License shall be issued within a period of two (2) weeks from the date application is received provided that the company shall have fulfilled all of the above stated requirements.