



## SERVICES RENDERED

S/NO	SERVICES RENDERED TO CUSTOMER	REQUIRED DOCUMENTS FROM CUSTOMERS FOR SERVICE	SERVICE DELIVERY TIMELINES	FEES	WEBSITE LINK/ EMAIL FOR SERVICES REQUIREMENTS/ EMAIL
<b>REGISTRATION AND RENEWAL OF SHIPPING COMPANIES /AGENTS</b>					
1	Shipping Company / Agent Registration	<ul style="list-style-type: none"> <li>i. CAC e-Status Report</li> <li>ii. Completed NIMASA form B1</li> <li>iii. Original Bank reference letter</li> <li>iv. Payment receipt of Registration Fee</li> <li>v. Financial statement/ audited account</li> </ul>	5 Days	N110,000.00	<a href="https://nimasa.gov.ng/requirements-and-procedure-for-registration-as-a-shiping-company-or-shiping-agent/">https://nimasa.gov.ng/requirements-and-procedure-for-registration-as-a-shiping-company-or-shiping-agent/</a>
2	Renewal of Shipping Company/Agent License	<ul style="list-style-type: none"> <li>i. Receipt of payment</li> <li>ii. Current Tax Clearance Certificate</li> <li>iii. Evidence that Company has filed for Annual Returns (this could be in form CAC 10, or a letter acknowledging filing of Annual Returns from Corporate Affairs Commission)</li> </ul>	5 Days	N 15,000.00	<a href="https://nimasa.gov.ng/requirements-and-procedure-for-renewal-of-shiping-company-or-shiping-agent-license/">https://nimasa.gov.ng/requirements-and-procedure-for-renewal-of-shiping-company-or-shiping-agent-license/</a>
3	Change of Name of a Nigerian flagged vessel	<ul style="list-style-type: none"> <li>i. Formal Application by the registered owner or authorized representative</li> <li>ii. Board resolution by Owners authorizing the change of name</li> <li>iii. Duly completed application for change of vessel's name</li> <li>iv. Return of original certificate of Registry bearing the former name</li> </ul>	3 Days	N50,000.00	<a href="https://nimasa.gov.ng/ship-registration-services/">https://nimasa.gov.ng/ship-registration-services/</a>

\*An extract from the NIMASA Service Charter

		v. Affidavit deposing to the reason(s) for the change of vessel name vi. NIMASA receipt for payment of change of vessel name			
<b>SEAFARERS</b>					
<b>4</b>	Seaman's Record Book And Certificates Of Discharge	i. Proof of Nigerian Citizenship ii. Obtained Basic Safety Training iii. Certificate of Medical Fitness from an accredited hospital iv. Payment Of Official Fee v. Minimum Educational Qualification	2 Days	N12,000.00	list of accredited hospitals <a href="https://nimasa.gov.ng/services/maritime-safety-security/seafarers-medical-examination/">https://nimasa.gov.ng/services/maritime-safety-security/seafarers-medical-examination/</a>
<b>5</b>	Certificate Of Discharge	i. Obtained Basic Safety Training ii. Medically Fit iii. Letter Of Engagement From Shipping Company iv. Payment Of official Fee	2 Days	N500	<a href="https://nimasa.gov.ng/services/maritime-safety-security">https://nimasa.gov.ng/services/maritime-safety-security</a>
<b>6</b>	Certificate of Competency (CoC) Verification	Details on CoC	Online/ Instant	Free	<a href="https://certificateverify.nimasa.gov.ng/">https://certificateverify.nimasa.gov.ng/</a>
<b>7</b>	Registration of dockworkers and issuance of biometric identity cards	i. Proof of employment by a Stevedoring company	5 Days	Free	<a href="https://nimasa.gov.ng/maritime-labour-employment/">https://nimasa.gov.ng/maritime-labour-employment/</a>
<b>8</b>	Registration of seafarers	<b>For Officers/Ratings</b> i. Registration and Seafarer Identification Document forms ii. Two passports photographs iii. Certificate of Competency iv. Mandatory certificate v. Medical certificate vi. Any other specialized certificate vii. Seaman record book/certificate of discharge viii. Birth certificate	5 Days	N200 for Seafarers identity document (SID) form.	<a href="https://nimasa.gov.ng/maritime-labour-employment/">https://nimasa.gov.ng/maritime-labour-employment/</a>

		<ul style="list-style-type: none"> <li>ix. International passport</li> <li>x. O' level certificate</li> <li>xi. Cumulative sea time</li> <li>xii. Current rank onboard</li> </ul> <p><b>For Cadet</b></p> <ul style="list-style-type: none"> <li>i. Registration and Seafarer Identification Document forms</li> <li>ii. Two passports photographs</li> <li>iii. Certificate of Competency (where available)</li> <li>iv. Mandatory certificate</li> <li>v. Medical certificate</li> <li>vi. Any other specialized certificate</li> <li>vii. Seaman record book/certificate of discharge</li> <li>viii. Birth certificate</li> <li>ix. International passport</li> <li>x. O' level certificate</li> </ul>			
<b>SHIP SAFETY AND SECURITY</b>					
<b>9</b>	Registration Of Sea Service	<ul style="list-style-type: none"> <li>i. Submission Of Sea Service Testimonials</li> <li>ii. Confirmation Of Sea Service</li> </ul>	1 Day	Free	<a href="https://nimasa.gov.ng/services/maritime-safety-security/">https://nimasa.gov.ng/services/maritime-safety-security/</a>
<b>10</b>	Conduct Surveys Of Vessels For Flag Or Cabotage Registration (Safety Equipment)	<ul style="list-style-type: none"> <li>i. Submission Of Application</li> <li>ii. Submission Of Ship's Particulars</li> <li>iii. Payment Of Necessary Bills By Client</li> </ul>	2 Days	N170,000.00	<a href="https://nimasa.gov.ng/services/maritime-safety-security/">https://nimasa.gov.ng/services/maritime-safety-security/</a>
<b>11</b>	Issuance of international Oil Pollution Prevention (IOPP) Certificate to ship owners	<ul style="list-style-type: none"> <li>i. An Application to the Agency attaching the relevant documents</li> <li>ii. Payment receipt</li> <li>iii. Completed application form from MEM</li> <li>iv. Shore-based inspection to be carried out to verify the information filled in the application form by MEM officers</li> </ul>	14 Days	Application fee: N100,000  Authorization fee: N100,000	<a href="https://nimasa.gov.ng/services/maritime-safety-security/">https://nimasa.gov.ng/services/maritime-safety-security/</a>

		<ul style="list-style-type: none"> <li>v. Authorization to class to carry out survey of the ship and to issue certificate on satisfactory survey report for duration of five (5) years.</li> <li>vi. Submission of a copy of survey report and certificate to the Agency.</li> </ul>			
<b>12</b>	Civil Liability Certificate for oil pollution damage by Nigeria Flag vessels	<ul style="list-style-type: none"> <li>i. Original Copy of Protection and Indemnity (P&amp;I) Blue Card from approved P &amp; I club and addressed to NIMASA in respect of the certificate.</li> <li>ii. Valid Flag Registration</li> <li>iii. Valid Copy of Vessel Shipboard Oil Pollution Emergency Plan (SOPEP) Certificate.</li> <li>iv. Other relevant approved certificates and document.</li> </ul>	5 Days	<p>Application Form N100,000</p> <p>Fresh Application processing fee N350,000</p> <p>Annual renewal of Certificates N300,000</p>	<a href="https://nimasa.gov.ng/services/maritime-safety-security/">https://nimasa.gov.ng/services/maritime-safety-security/</a>
<b>13</b>	Garbage Management Plan/ Certificate	<ul style="list-style-type: none"> <li>i. An application to the Agency attaching relevant documents:</li> <li>ii. Obtain a debit note from MEM Department for payments</li> <li>iii. Submission of receipt of payment to the MEM Department and obtainment of the application form</li> <li>iv. Shore-based inspection to be carried out to verify the information filled in the application form by MEM officers</li> <li>v. Inspection by the MEM officers/survey by NIMASA officers.</li> <li>vi. Approval of plan and Issuance of Certificate for the duration of five (5) years; on submission of satisfactory inspection/survey report.</li> <li>vii. Sale of Garbage Record Book to the applicant.</li> </ul>	5 Days	<p>Application fee, N100,000.0</p> <p>Inspection fee: N250,000.00</p> <p>Processing/approval fees. N500,000.00</p>	<a href="https://nimasa.gov.ng/services/maritime-safety-security/">https://nimasa.gov.ng/services/maritime-safety-security/</a>

<b>14</b>	Issuance of MLC 2006 compliance certificates	<ul style="list-style-type: none"> <li>i. Application for MLC2006</li> <li>ii. Attach certificate of ship registry</li> <li>iii. Fees are paid based on vessels gross tonnage</li> <li>iv. DMLC part 1 made available by NIMASA</li> <li>v. Vessel owner completes DMLC part 2</li> <li>vi. On approval of DMLC part 2, physical inspection of the vessel is carried out</li> <li>vii. DMLC part 1 and 2 are endorsed upon satisfactory inspection of vessel</li> <li>viii. Full or interim certification are issued where applicable</li> <li>ix. Intermediate inspection to be carried out to ensure ongoing compliance.</li> </ul>	10 Days	<p>Between 80 – 499 GT ₦100,000.00</p> <p>Between 500 – 1999 GT ₦200,000.00</p> <p>Between 2000 – 4999 GT ₦200,000.00</p> <p>5000 and above ₦200,000.00</p>	<a href="https://nimasa.gov.ng/services/maritime-safety-security/">https://nimasa.gov.ng/services/maritime-safety-security/</a>
<b>15</b>	Issuance Of GMDSS CoC	<ul style="list-style-type: none"> <li>i. Certificate Of Attendance From Approved MTIS</li> <li>ii. Evidence Of Payment</li> <li>iii. Application Letter</li> </ul>	3 Days	N21,000.00	