



Nigerian Maritime Administration & Safety Agency



SERVICE LEVEL
AGREEMENT



TABLE OF CONTENTS

TABLE OF CONTENTS	ii
LIST OF ABBREVIATIONS AND MEANINGS	iii
PREFACE	ix
SERVICE OVERVIEW	1
SERVICE SCOPE	1
RESPONSIBILITIES	1
NIMASA RESPONSIBILITIES	1
STAKEHOLDERS RESPONSIBILITIES	2
SHARED RESPONSIBILITIES	3
SERVICE LEVELS	5
ESCALATION/GRIEVANCE REDRESS MECHANISM	70
GRIEVANCE REDRESS MECHANISM	70
REVIEW	71
APPROVAL/SIGN-OFF	72

LIST OF ABBREVIATIONS AND MEANINGS

S/N	Abbreviation	Meaning
1.	BDN	Bunker Delivery Note
2.	BWME	Ballast Water Management Exemption
3.	CAC	Corporate Affairs Commission
4.	CAC2	CAC Form 2 – Allotment of Shares
5.	CAC7	CAC Form 7 – Particulars of Directors
6.	CAF	Cabotage Affidavit Form
7.	CDC	Continuous Discharge Certificate
8.	CEO	Chief Executive Officer
9.	CLC	International Convention on Civil Liability for Oil Pollution Damage
10.	CSR	Continuous Synopsis Record
11.	CSSCC	Cargo Ship Safety Construction Certificate

12.	CTC	Certified True Copy
13.	CVFF	Cabotage Vessel Financing Fund
14.	DG	Director General
15.	DMLC	Declaration of Maritime Labour Compliance
16.	DOC	Document of Compliance
17.	EEXI	Energy Efficiency Existing Ship Index
18.	EMS	Environmental Management Systems
19.	FPSO	Floating Production, Storage and Offloading
20.	FSO	Floating Storage and Offloading
21.	FSU	Floating Storage Unit
22.	GRT	Gross Register Tonnage
23.	GT	Gross Tonnage
24.	H&M	Hull & Machinery
25.	HSE	Health, Safety & Environment
26.	ILO	International Labour Organisation

27.	IMO	International Maritime Organisation
28.	IOPP	International Oil Pollution Prevention
29.	ISO	International Organisation for Standardisation
30.	ISPS	International Ship and Port Facility Security
31.	ISPP	International Sewage Pollution Prevention Certificate
32.	ITC	International Tonnage Certificate
33.	ITF	Industrial Trust Fund
34.	MARPOL	International Convention for the Prevention of Pollution from Ships
35.	MEM	Marine Environment Management
36.	MEMART	Memorandum and Articles of Association
37.	MLC	Maritime Labour Convention
38.	MLS	Maritime Labour Services
39.	MSECC	Maritime Stakeholders' Experience Contact Centre
40.	MTI	Maritime Training Institute
41.	NIMASA	Nigerian Maritime Administration and Safety Agency

42.	NIN	National Identification Number
43.	NOPP	Nigerian Oil Pollution Prevention
44.	NSCDC	Nigerian Security and Civil Defence Corps
45.	NSITF	Nigerian Social Insurance Trust Fund
46.	NSRO	Nigerian Ship Registry Office
47.	NSRO	Nigerian Ship Registration Office
48.	P&I	Protection and Indemnity
49.	PEBEC	Presidential Enabling Business Environment Council
50.	PENCOM	Pension Commission
51.	PFSA	Port Facility Security Assessment
52.	PFSO	Port Facility Security Officer
53.	PFSP	Port Facility Security Plan
54.	PFSP	Port Facility Security Plan
55.	PLI	Primary Lending Institution
56.	PPE	Personal Protective Equipment

57.	Q88	Q88 Vessel Questionnaire / Vessel Particulars
58.	QMS	Quality Management System
59.	REMITA	REMITA electronic payment platform
60.	RO	Recognized Organization
61.	RSO	Recognised Security Organisation
62.	SCU	CVFF Secretariat Cabotage Unit
63.	SERVICOM	Service Compact with All Nigerians
64.	SID	Seafarer's Identity Document
65.	SLA	Service Level Agreement
66.	SMC	Safety Management Certificate
67.	SMS	Safety Management System
68.	SOL	Shipyard Operating License
69.	SOLAS	International Convention for the Safety of Life at Sea
70.	SOPEP	Shipboard Oil Pollution Emergency Plan
71.	SPL	Sea Protection Levy

72.	SPOMO	Suppression of Piracy and Other Maritime Offences
73.	SRF	Survey Request Form
74.	STCW	International Convention on Standards of Training, Certification and Watchkeeping for Seafarers
75.	STS	Ship-to-Ship
76.	TAT	Turnaround Time / Turnaround Times
77.	WAF	Cabotage Waiver Application Form
78.	WRC	Wreck Removal Convention

PREFACE

The Nigerian Maritime Administration and Safety Agency, NIMASA, is statutorily mandated to regulate and promote maritime safety, security, shipping development, and marine pollution prevention in Nigeria. In line with the Federal Government's service delivery reforms. The Agency is committed to delivering timely, transparent, and efficient services to all stakeholders in the maritime sector.

This Service Level Agreement (SLA), is a public expression of the Agency's commitment to service excellence. It defines the standards, timelines, responsibilities, and grievance redress mechanisms that guide the delivery of our core services, including Ship Registration, Seafarers Certification, Dockworkers Registration, Survey & Inspection, and Marine Environment Management.

The SLA has been developed to ensure accountability, predictability, and improved stakeholder experience through clear Turnaround Times (TAT), escalation procedures, and performance review mechanisms in alignment with global best practices and requirements.

It is my expectation that the Agency staff and stakeholders will adhere strictly to the provisions of this document and remain open to feedback, conduct periodic reviews to ensure continuous improvement and relevance.

I hereby endorse this Service Level Agreement and urge all stakeholders to partner with us as we work to build a safe, secure, and globally competitive maritime sector for Nigeria.



Dr. Dayo Mobereola
Director General/CEO.

SERVICE OVERVIEW

This Service Level Agreement (SLA) outlines the service delivery standards of the Nigerian Maritime Administration and Safety Agency (NIMASA) in the discharge of its maritime regulatory functions and compliance monitoring responsibilities. It establishes the Agency's commitment to transparency, accountability, efficiency, and excellence in service delivery to all stakeholders.

SERVICE SCOPE

The scope of this SLA covers the processing of applications, inspections, issuance of certificates, compliance monitoring, and other regulatory services carried out in accordance with the Nigerian Maritime Administration and Safety Agency (NIMASA) Act, 2007, the Coastal and Inland Shipping (Cabotage) Act, 2003, the Merchant Shipping Act, 2007, and applicable international conventions and instruments of the International Maritime Organization (IMO) and the International Labour Organization (ILO).

This SLA does not apply to services outside the Agency's statutory mandate, obligations that fall within the responsibility of third parties, or approvals and authorizations that are outside the jurisdiction of the Federal Republic of Nigeria.

RESPONSIBILITIES

NIMASA RESPONSIBILITIES

As the service provider, the Agency shall develop and publish clear, accessible guidelines and requirements for each service it offers to ensure that stakeholders understand the service delivery process from initiation to completion. In fulfilling its mandate, the Agency shall:

- Process all applications within the stipulated timelines, ensuring efficiency and minimizing delays that may impact stakeholders' operations.
- Conduct inspections, audits, verifications, and other compliance activities as required by applicable maritime laws, regulations, and international conventions.
- Issue certificates, permits, licences, and approvals only upon confirmation of full compliance with applicable statutory and regulatory requirements, while maintaining transparency in all fees, charges, and processes to ensure that stakeholders are not subjected to hidden costs or unclear procedures.
- Communicate promptly with applicants regarding any delays, deficiencies, or additional requirements, providing clear guidance on the corrective actions required to facilitate timely service delivery.
- Uphold Nigeria's obligations under applicable international maritime conventions, including the International Convention for the Safety of Life at Sea (SOLAS), the International Convention for the Prevention of Pollution from Ships (MARPOL), the International Convention on Standards of Training, Certification and Watch keeping for Seafarers (STCW), and the Maritime Labour Convention (MLC), ensuring that all services are delivered in accordance with international best practices.
- Provide accurate, timely, and professional services in accordance with the service standards and timelines specified in this SLA.
- Maintain transparency, fairness, and consistency in the delivery of all services and in the application of regulatory requirements.
- Establish effective grievance redress and feedback mechanisms to ensure that complaints, enquiries, and appeals are acknowledged, investigated, and resolved within the stipulated timelines.

STAKEHOLDERS RESPONSIBILITIES

To facilitate timely, transparent, and efficient service delivery, stakeholders shall:

- Submit complete, accurate, relevant, and verifiable documentation as required for the requested service or related services, acknowledging that incomplete or inaccurate submissions may delay or halt processing.

- Pay all prescribed fees promptly and in full through the Agency's designated payment platforms, including the NIMASA Portal or REMITA, and provide evidence of payment before services are rendered.
- Ensure readiness for inspections, audits, and other regulatory activities by making vessels, facilities, personnel, and relevant records available as scheduled, while maintaining compliance with applicable safety, security, environmental, and maritime labour standards.
- Respond promptly to queries, requests for clarification, or requests for additional information from the Agency within the stipulated timelines to avoid unnecessary delays in service delivery.
- Maintain accurate, up-to-date, and accessible operational records, including crew lists, certificates of competency, vessel registry details, statutory certificates, and other compliance-related documentation required by the Agency.
- Notify the Agency promptly of any changes in ownership, management, vessel status, or other material information that may affect regulatory compliance, ensuring that the Agency's records remain accurate and up to date.
- Cooperate fully with the Agency during inspections, investigations, audits, and compliance monitoring activities, and comply with all applicable statutory and regulatory requirements.
- Comply with the provisions of the NIMASA Act, the Merchant Shipping Act, the Coastal and Inland Shipping (Cabotage) Act, Suppression of Piracy and Other Maritime Offences (SPOMO) Act and all other applicable national laws and international maritime conventions relevant to the service requested.

SHARED RESPONSIBILITIES

Notably, to promote effective and efficient service delivery in line with the principles of Ease of Doing Business in the Maritime Industry, both NIMASA and its stakeholders shall uphold professionalism, integrity, and mutual respect in all interactions, thereby fostering a cooperative regulatory environment.

Both parties shall collaborate effectively to maintain Nigeria's compliance with international maritime obligations, thereby strengthening the nation's reputation in global shipping and trade. They shall also ensure

timely communication and resolution of issues, recognizing that delays may adversely impact safety, regulatory compliance, and business operations.

STAKEHOLDERS EXPECTATIONS

Stakeholders can expect the Agency to uphold its corporate values and deliver services by providing clear, accessible, and up-to-date information on all NIMASA services, including applicable requirements, fees, and timelines.

All processes will be documented and communicated in a manner that eliminates ambiguity. Applications and inspection requests will be acknowledged within 48 hours of submission.

Certificates, permits, and approvals will be processed within the stipulated timelines, provided all applicable requirements have been met. Courteous, professional, and respectful service will be provided by NIMASA staff at all times.

All inspections and audits will be conducted with integrity, fairness, and impartiality, without undue delay.

Timely updates will be provided on the status of applications and inspections. Where deficiencies are identified or additional requirements arise, these will be communicated clearly, together with guidance on the required corrective actions.

Grievances and complaints will be acknowledged within 48 hours and resolved within 10 working days. Where a complaint remains unresolved, it may be escalated through the Agency's structured escalation process up to senior management.

The Agency will uphold Nigeria's obligations under applicable international maritime conventions, including SOLAS, MARPOL, STCW, and the MLC. Service delivery will be monitored against established performance metrics, with periodic reviews conducted to ensure continuous improvement.

SERVICE LEVELS

The service levels set out in this document define the measurable standards for the delivery of maritime services, including timelines, costs, documentation requirements, and performance expectations. They are intended to promote transparency, predictability, and accountability in the Agency's interactions with stakeholders.

This SLA ensures accountability, predictability, and an improved stakeholder experience through clearly defined Turnaround Times (TATs), escalation procedures, and performance review mechanisms, in alignment with national regulatory requirements, international maritime obligations, and global best practices.

S/N	SERVICE NAME	REQUIREMENT FOR SERVICE	REQUIRED DOCUMENTS	STEP-BY-STEP PROCESSES	OFFICIAL TIMELINE (WORKING DAYS)	OFFICIAL COST (BREAKDOWN)	REMARK
I.	Shipyards Operating License, SOL	- Ownership: Company must be registered in Nigeria. Minimum 51% Nigerian ownership for Cabotage jobs - Must have qualified Naval Architects, Engineers, Welders, and Safety Officers - Infrastructure: Availability of a ship building platform - Equipment:: Availability of ship building and dry dock maintenance tools - ISO Certifications such as ISO 9001: 2015 Quality Management System (QMS), 29001: 2010 Design, development & production .	- Formal Application Letter/Form Downloaded from NIMASA e-Portal. - Certificate of Incorporation with CAC. - Evidence showing Shipyards scope - Proof of Facility Ownership/Lease. - Facility Layout Plan and List of Plant & Equipment. - Organizational Chart and CVs of Key Staff. - Quality Health, Safety & Environment Plan. - Environmental Management Systems (EMS) and Security Plans and compliance where applicable - Insurance Certificates and Public Liability, H&M, Workmen's Compensation. - Evidence of Past Projects (for renewal/upgrade)	- Applicant submits application supporting with relevant documents via NIMASA e-Portal: https://portal.nimasa.gov.ng OR Submit manually. - NIMASA vet for completeness in documentation and basis requirements. Payment for SOL processing and inspection fee - NIMASA conduct Facility Inspection/Audit on-site audit of infrastructure, HSE, equipment, and capacity. - Submission of Inspection Report is presented for approval recommendation - Upon approval, Shipyards Operating License is issued and uploaded to e-Portal	Application processing within 21 days* Issuance of License 7 Working Days	Fee: Shipyards that builds or maintains Power Driven Small Crafts (PDSCs)- ₦108,000.00 Barges and House boats- ₦264,000 Crew boats- ₦396,000 Other large ships- ₦528,000	Timeline for processing of application is dependent on provision of vessel for inspection in good time.

2.	Issuance of Discharge Booklet (Continuous Discharge Certificate (CDC))	1. Nigerian seafarers registered with NIMASA and holding valid seafarer identification. 2. Applicant's credentials and maritime service records must be valid.	1. Valid Seafarer's Identity Document (SID) Issued by NIMASA. 2. Bit Certificate or NIN or International Passport or identity confirmation. 3. STCW Basic Safety Training certification from NIMASA accredited Centres 4. Letter of Employment/Sea Service Record from shipping company. 5. Proof of Payment Official receipt of processing fee paid through the REMITA platform. 6. Medical Fitness Certificate from NIMASA accredited Medical Hospital. 7. Two recent passport-sized photographs.	1. Applicant submits a formal request for a Discharge Booklet with all required supporting documents. 2. NIMASA reviews and verifies seafarer's credentials, identification, and compliance with maritime regulations. 3. Applicant completes payment of prescribed fees, and NIMASA confirms receipt before proceeding. 4. Authorized NIMASA officer approves the application and records booklet issuance in the central database. 5. Booklet is printed, personalized with seafarer's details, and quality-checked for accuracy. 6. Booklet is issued to the applicant within the agreed SLA timeframe, either in person or via designated collection point.	Application is processed within 7 working days after submission of complete documents and payment. Issuance of Booklet within 48–72 hours (subject to approval and extra fee).	₦12,000 subject to NIMASA's official tariff). Expedited fee: Additional ₦7,500 surcharge.	Applicants must ensure all documents are valid and consistent. Delays beyond SLA must be communicated within 24 hours. Issuance is subject to NIMASA's maritime safety and regulatory standards. NIMASA will ensure timely verification, processing, and issuance; maintain transparency and accountability.
----	--	---	---	--	--	---	--

3.	Endorsement of Discharge Booklet (Continuous Discharge Certificate (CDC))	1. Nigerian seafarers holding a valid Discharge Booklet issued by NIMASA. 2. Applicant's sea service records and booklet authenticity must be validated.	1. Valid Original Discharge Booklet presented for endorsement 2. Current and Valid Seafarer's Identity Document (SID) Issued by NIMASA 3. Valid National Passport for identity confirmation of eligibility. 4. Sea Service Record properly signed by shipping company or vessel master. 5. Proof of Payment (official receipt of endorsement fee attached). 6. Two recent passport-sized photos. 7. All documents accurate and consistent.	1. Applicant submits the Discharge Booklet and required documents at NIMASA office or designated maritime center with supporting documents including SID, passport, sea service record, and proof of payment. 2. NIMASA officials check authenticity of booklet and sea service records (any discrepancies must be corrected before proceeding). 3. Applicant presents official receipt of endorsement fee for payment confirmation. Payment is logged into NIMASA's system. 4. Processing & Endorsement details are entered into the booklet. 5. Officer signs and stamps the booklet to validate sea service. 6. Applicant collects endorsed booklet within SLA timeline.	Application is processed within 5 working days; Expedited process is within 24–48 hours.	₦5,000 – ₦7,500 (subject to NIMASA's official tariff). Expedited fee: Additional ₦3,000 – ₦5,000 surcharge.	Applicants must ensure sea service records are properly signed and verified. Endorsement is subject to NIMASA's maritime safety and regulatory standards. If delays occur, applicant is notified within 24 hours.
----	---	---	--	--	--	---	--

4.	Entry of Discharge Booklet (Continuous Discharge Certificate (CDC))	1. Nigerian seafarers registered with NIMASA and holding valid seafarer identification. 2. Applicant's credentials and maritime service records must be valid. 3. Must have a valid Seafarer's Identity Document (SID). 4. Must have completed sea service with a recognized shipping company.	1. Valid Original Discharge Booklet presented for endorsement. 2. Current and Valid Seafarer's Identity Document (SID) Issued by NIMASA. 3. Valid National Passport for identity confirmation of eligibility. 4. Sea Service Record properly signed by shipping company or vessel master. 5. Proof of Payment (official receipt of endorsement fee attached). 6. Two recent passport-sized photos. 7. All documents accurate and consistent.	1. Applicant submits the Discharge Booklet and required documents at NIMASA office or designated maritime center with supporting documents include SID, passport, sea service record, and proof of payment. 2. NIMASA officials check authenticity of booklet, SID, and sea service records and validate ALL for further processing. 3. Payment Confirmation, Applicant presents official receipt of entry fee. Payment is logged into NIMASA's system. 4. Sea service details are entered into the Discharge Booklet. 5. Officer signs and stamps the booklet to validate the entry and applicant collects endorsed booklet within SLA timeline.	Application is processed within 5 working days; Expedited processing: 48 hours (subject to approval and surcharge).	Standard fee: ₦5,000 – ₦7,500 (per entry). Expedited fee: Additional ₦3,000 – ₦5,000 surcharge.	Any discrepancies must be corrected before proceeding. If delays occur, applicant is notified within 24 hours.
----	---	---	--	---	--	--	---

5.	Renewal of Discharge Booklet (Continuous Discharge Certificate (CDC))	1. Nigerian seafarers registered with NIMASA and holding valid seafarer identification. 2. Applicant's credentials and maritime service records must be valid.	1. Valid Seafarer's Identity Document (SID) Issued by NIMASA. 2. Birth Certificate or NIN or International Passport or identity confirmation. 3. STCW Basic Safety Training certification from NIMASA accredited Centres 4. Letter of Employment/Sea Service Record from shipping company. 5. Proof of Payment Official receipt of processing fee paid through the REMITA platform. 6. Medically Fitness Certificate from NIMASA accredited Medical Hospital. 7. Two recent Passport Photographs-sized photos)	1. Applicant submits a formal request for a Discharge Booklet with all required supporting documents. 2. NIMASA review and verify seafarer's credentials, identification, and compliance with maritime regulations. 3. Applicant completes payment of prescribed fees, and NIMASA confirms receipt before proceeding. 4. Authorized NIMASA officer approves the application and records booklet issuance in the central database. 5. Booklet is printed, personalized with seafarer's details, and quality-checked for accuracy. 6. Booklet is issued to the applicant within the agreed SLA timeframe, either in person or via designated collection point.	Application is processed within 7 working days after submission of complete documents and payment. Issuance of Booklet within 48 hours (subject to approval and extra fee).	₦12,000 subject to NIMASA's official tariff). Additional ₦5,500 surcharge.	Applicants must ensure all documents are valid and consistent. Delays beyond SLA must be communicated within 24 hours. Issuance is subject to NIMASA's maritime safety and regulatory standards. NIMASA will ensure timely verification, processing, and issuance; maintain transparency and accountability.
6.	Verification of Seaman's Documents.	1. Applicant must be a registered Nigerian seafarer.	1. Current Seafarer's Identity Document	1. Applicant submits a formal request for Verification of	Application is processed within 7 working days after submission of	Standard fee: – ₦20,000.	

		2. Must hold valid maritime documents requiring verification. 3. Must comply with NIMASA's regulatory standards.	(SID) issued by NIMASA. 2. Valid Original Discharge Booklet presented for confirmation. 3. National Passport (for identity confirmation). 4. Birth Certificate or NIN or International Passport or identity confirmation. 5. STCW Basic Safety Training certification from NIMASA accredited Centres. 6. Valid Certificates of Competency (CoC) or proficiency certificates. 7. Sea Service Record from shipping company. 8. Proof of Payment Official receipt of processing fee paid through the REMITA platform. 9. Two recent passport photographs.	Seaman's Document with all required supporting documents. 2. NIMASA reviews and verifies seafarer's credentials, identification, SID, passport, discharge booklet, certificates and compliance with maritime regulations Submit application. 3. Applicant completes payment of prescribed fees, and NIMASA confirms receipt before proceeding. 4. Authorized NIMASA officer recommends for approval the application and records booklet issuance in the central database 5. Applicant provides official receipt of verification fee; payment is logged into NIMASA's system; and 6. NIMASA validates sea service records and cross-checks certificates with regulatory database 7. Issuance of verification report and receives	complete documents and payment. Issuance of Booklet within 48–72 hours (subject to approval and extra fee).	Expedited fee: Additional – ₦10,000 surcharge.	
--	--	--	---	--	---	---	--

				official verification confirmation.			
7.	Placement of Articles of Agreement on Board	1. Vessel must be registered under Nigerian flag or operating under NIMASA jurisdiction. 2. Shipowner or master must initiate the placement request. 3. Crew members must be duly engaged under maritime labor standards.	1. Valid certificate confirming vessel is registered under Nigerian flag or NIMASA jurisdiction 2. Complete list of all crew members engaged on board and seafarer contracts. 3. Signed contracts for each crew member in line with maritime labor standards 4. Current and Valid Seafarer's Identity Documents (SID) for each member 5. Valid National passports of crew members. 6. Proof of payment (official receipt). 7. Two recent passport photographs of each crew member.	1. Submit formal application (shipowner or master) requesting for placement of Articles of Agreement on board. 2. Provide all required documents for vessel, crew, and identity documents must be submitted for verification. 3. NIMASA Officials review, verify vessel registration, crew contracts, and seafarer IDs for compliance. 4. Applicant presents official receipt of processing fee; payment is logged into NIMASA's system. 5. NIMASA places Articles of Agreement on board, signed and stamped for validity. 6. Collection and compliance by Applicant (shipowner/master) receives endorsed agreement; compliance	Application is processed within 7 working days after submission of complete documents and payment. Issuance of Booklet within 12 hours (subject to approval and extra fee).	Standard fee: ₦20,000 – ₦30,000. Expedited fee cost Additional ₦10,000 surcharge.	Accuracy: All crew contracts and vessel documents must be valid and consistent. Compliance: Placement is subject to NIMASA's maritime labor and safety regulations.

				checks are communicated.			
8.	Survey, Verification and Certification	1. Vessel must be registered with NIMASA under Nigerian Flag, or have valid call permit for foreign vessel 2. Application must be submitted by Owner, Master, or duly appointed Agent 3. Vessel must be in a survey-ready condition and at a safe/portable location. 4. Outstanding fees/debts to NIMASA must be cleared	1. Formal Application Letter requesting for the type of survey OR 2. Completed Survey Request Form (SRF) which can be downloaded from NIMASA portal 3. Certificate of Registry for Nigerian flagged vessels or other operational permit 4. Previous Statutory Certificates 5. Classification Certificate (if classed). Attach Copy of Status Report from Class. 6. Safety Management Certificate (SMC) & DOC for SOLAS vessels 7. ISPP & IOPP Record Books for MARPOL surveys 8. Crew List & Manning Document 9. Proof of Payment of Survey Fees through the REMITA portal and Receipt.	1. Application Submission by Owner/Agent. 2. NIMASA Survey department vets application. (If complete, e-invoice is generated via REMITA). 3. Applicant makes payment for the applicable survey fees through REMITA and uploads proof. 4. Upon confirmation of payment, Surveyor(s) are assigned to conduct surveys at the agreed date, time and location. Vessel must be available. 5. Preparation and submission of Report & Certification. 6. Interim or Full Certificate is issued. (If deficiencies are noted, list is issued with timeline for closure. 7. Final certificates are issued and uploaded to NIMASA e-Certification portal.	Application is processed within 15 Working Days	Initial/Renewal Safety Survey - ₦250,000 – ₦2,500,000 depends on GT & Vessel Type Annual/Intermediate Survey ₦150,000 - ₦1,500,000 depends on GT & Vessel Type Load Line Survey ₦200,000 - ₦1,800,000. Tonnage Survey ₦300,000 - ₦2,000,000 MARPOL Survey ₦200,000 - ₦1,500,000 per annex. ISPS Verification ₦350,000 - ₦1,200,000 Additional/Special Survey ₦200,000 - ₦1,000,000 per day and logistics.	Fees are charged in line with the NIMASA Fees Regulation 2014 and Merchant Shipping Act. All payments must be via REMITA. NIMASA staff are not allowed to collect cash. Surveyors must have no conflict of interest with the vessel. Major deficiencies that affect safety will lead to detention of vessel until rectified. Certificates are issued for a maximum of 5 years, subject to annual surveys.

			10. Previous Survey Report & List of Deficiencies (If applicable).				
9.	Cargo Ship Safety Construction Certificate (CSSCC)	1. Cargo ship/vessel ≥ 500GT on international voyage and registered under Nigerian Flag. 2. Classification: Vessel must be classed with NIMASA Recognized Organization (RO) 3. Vessel must pass Initial, Renewal, Annual, and Intermediate Safety Construction Surveys	1. Formal Application: by Owner, Master, or Authorized Agent stating survey request 2. Certificate of Registry under the Nigerian Flag 3. Previous CSSCC (for renewals) & Survey Reports for either renewal or intermediate or annual 4. Classification Survey Status Report from RO showing hull & machinery status. 5. Ship's General Arrangement Plan (approved copy). 6. Fire Control Plan (approved copy) 7. Stability Booklet & Loading Manual (approved copy). 8. SMC & DOC valid Safety Management Certificates. 9. Proof of Payment of Survey Fees.	1. Submits application with supporting documents. 2. Vetting of documents for completeness and raise e-invoice for payment of fees. 3. Applicant pays survey fees to REMITA and uploads payment evidence on portal. 4. Surveyor(s) are assigned to conduct survey either Initial or Renewal or Annual or Intermediate on board. Vessel and documents must be available with confirmation. 5. <i>If satisfactory, Interim CSSCC is issued same day. If deficiencies, Form B is issued with timeline for rectification.</i> 6. Upon closure of deficiencies, Final CSSCC is issued and uploaded to e-Certification portal.	Application processed within 15 Working Days	Initial Survey - ₦800,000 - ₦3,500,000 based on GT & Vessel Age. Renewal Survey - ₦700,000 - ₦3,000,000 every 5 years Intermediate Survey - ₦400,000 - ₦1,800,000 for 2nd or 3rd year. Annual Survey - ₦250,000 - ₦1,200,000 every year. Additional Survey - ₦300,000 after casualty or major repair.	Fees charged in line with NIMASA Fees Regulation 2014. 100% Payment through REMITA. NIMASA staff are prohibited from collecting cash. NIMASA may delegate surveys to Recognized Organizations. Final verification and endorsement are by NIMASA. Vessel with major deficiencies affecting safety/construction will be detained until rectified. Validity of Certificate for 5 years and must be endorsed annually to remain valid. Duplicate/Lost, application to be accompanied with Police Report, Sworn Affidavit and evidence of Fee payment.

			10. Previous Deficiency List (if any, with evidence of closure)				
10.	Registration of Guard Force Security Company	1. Registered Nigerian Company with Corporate Affairs Commission. 2. Incorporation certificates with minimum ₦25m share capital. 3. Registration with Nigerian Security and Civil Defence Corps (NSCDC) 4. Tax clearance certificate (last 3 years). 5. Evidence of Maritime Security Operational Capacity (fleet, personnel, or contracts) 6. Insurance certificates (liability and workers' compensation) 7. Compliance with International Ship and Port Facility Security (ISPS) Code. 8. Proof of training and certification of security personnel.	1. Formal letter of Application. 2. Copy of Certificate of Incorporation, Memorandum and Articles of Association, CTC Form CAC7 (Particulars of Directors, CTC Form CAC2 (Allotment of Shares) and Copy of Company Profile 3. Company Current Tax Clearance Certificate 4. Bank Reference 5. Copy of Professional Certifications of Key Management Staff 6. Details of Past Work executed by the Company 7. Evidence of Registration with the Nigerian Security and Civil Defence Corps (NSCDC) 8. Letter of recommendation from two (2) clients (Not Mandatory)	1. Obtain the official NIMASA Registration of Guard Force company application form by downloading and completing the Form available on the website. 2. Submit application to NIMASA with the completed form and supporting documents as listed in the required documents column and personnel training records through the NIMASA portal or designated office. 3. NIMASA to issue Debit Note for payment of renewal fees via REMITA/NIMASA portal. Applicant to attach proof of payment. 4. NIMASA reviews documents and validates for compliance. 5. Conduct onsite inspections to confirm operational capacity and compliance.	Application Review and vetting: 21 working days. License Issuance: within 72 hours after compliance verification and payment.	Administrative fee: ₦400,000	Guard Force Security Company License is valid for one Year. Mandatory compliance on renewal should ensure companies continue to meet Nigerian maritime security laws and ISPS Code requirements. All payments must be made through NIMASA's official portal. Before renewal approval, NIMASA reserves the right to verify operational capacity and personnel training through Inspection.

		9. Evidence of prior Maritime Security Engagements (if applicable).	9. NIMASA Official Receipt for Payment of Guard Force Company Registration fees	6. Recommendation, Approval and Receival of license.			
11.	Renewal of Guard Force Security Company	- Valid expiring NIMASA Guard Force Company registration certificate. - CAC incorporation certificate (minimum ₦50m share capital) - Valid One (1) Year Tax Clearance Certificate. - Evidence of Maritime Security Operational Capacity (fleet, personnel, or contracts) - Insurance certificates - Compliance with International Ship and Port Facility Security (ISPS) Code - Proof of training and certification of security personnel - Evidence of engagement in the Maritime domain	- Formal letter of Application Submitted by Company - Current Company Current Tax Clearance Certificate - Details of Past Work executed by the Company - Evidence of Registration with the Nigerian Security and Civil Defence Corps (NSCDC) - NIMASA Official Receipt for Payment of Guard Force Company Registration fees	- Obtain the official NIMASA renewal of Guard Force Security company application form by downloading and completing the Form available on the website. - Submit supporting documents as listed in the required documents column and personnel training records. - Submit application to NIMASA with the completed form and documents through the NIMASA portal or designated office. - Pay renewal fees via REMITA/NIMASA portal and attach proof of payment. - NIMASA reviews documents and vet for compliance. - Conduct onsite Physical inspections to confirm operational	Application Review and vetting: 14 working days. Renewal certificate Issuance: within 72 hours after compliance verification and payment.	Renewal Fee: ₦100,000 annually Late Renewal Penalty: ₦100,000 surcharge	Renewal of Registration must be done yearly to remain valid. Mandatory compliance on renewal should ensures companies continue to meet Nigerian maritime security laws and ISPS Code requirements. All payments must be made through NIMASA's official portal. NIMASA reserves the right to verify operational capacity and personnel training before renewal approval through Inspection

				capacity and compliance. 7. Receive the renewal certificate.			
12.	Registration of Recognised Security Organisation (RSO) license	1. CAC incorporation certificates with minimum of ₦25m share capital, 2. Tax clearance certificate (last 3 years). 3. Evidence of maritime security operational capacity (fleet, personnel, or contracts) 4. Insurance certificates (liability and workers' compensation) 5. Compliance with International Ship and Port Facility Security (ISPS) Code. 6. Evidence of prior maritime security engagements (if applicable).	1. Formal letter of Application Submitted by Company 2. Copy of Company Profile 3. Copy of Certificate of Incorporation 4. Memorandum and Articles of Association showing security services orientation. 5. CTC Form CAC7 (Particulars of Directors. 6. CTC Form CAC2 (Allotment of Shares). 7. Company Current Tax Clearance Certificate	1. Obtain the official NIMASA RSO application form by downloading and completing the form available on the website. 2. Submit incorporation documents, ensure CAC incorporation certificate and share capital requirements are met. 3. Compile compliance records such as tax clearance, insurance certificates, and ISPS Code compliance evidence. 4. Provide fleet details, personnel certifications, and operational contracts for security capacity evaluation. 5. Upload all documents and pay fees via REMITA/NIMASA portal. 6. NIMASA reviews documents and vets for compliance.	Application Review: 30 working days Certificate Issuance: within 72 hours after compliance verification and payment.	Administrative fee: ₦500,000	

				7. Conduct onsite physical inspections to confirm operational capacity and compliance. 8. Receive registration certificate.			
13.	Renewal of Recognised Security Organisation (RSO) license	1. Valid expiring NIMASA RSO registration certificate. 2. CAC incorporation certificate (minimum ₦50m share capital). 3. Tax clearance certificate (last 1 year). 4. Evidence of maritime security operational capacity (fleet, personnel, or contracts). 5. Insurance certificates (liability and workers' compensation).	1. Copy of expired Licence from NIMASA 2. Formal letter of Application Submitted by Company 3. Copy of Company Profile 4. Details of Past Work executed by the Company. 5. NIMASA Official Receipt for Payment of Guard Force Company Registration fees	1. Obtain and complete the official NIMASA RSO renewal application form (download via online). 2. Attach required documents include expiring certificate, tax clearance, insurance, and training records. 3. Submit the completed application form and supporting documents through the NIMASA portal. 4. Pay renewal fees via REMITA/NIMASA portal, retain receipt and wait for compliance verification. 5. NIMASA to review documents and vet for compliance 6. Conduct onsite physical inspections to confirm operational capacity. 7. Upon approval, NIMASA issues the renewed RSO registration certificate.	Application Review: 14 working days Certificate Renewal Issuance: within 72 hours after compliance verification and payment	Renewal Fee: ₦100,000 annually Late Renewal Penalty attracts ₦100,000 surcharge	Registration must be renewed yearly to remain valid. Renewal ensures RSOs continue to meet Nigerian maritime security laws and ISPS Code requirements and compliance. All payments must be made through NIMASA's official portal. NIMASA reserves the right to verify operational capacity and personnel training before renewal approval.

14.	Registration of Security Vendors	1. CAC incorporation certificates with minimum ₦25m share capital, 2. Tax clearance certificate (last 3 years). 3. Evidence of maritime security operational capacity (fleet, personnel, or contracts) 4. Insurance certificates (liability and workers' compensation) 5. Compliance with International Ship and Port Facility Security (ISPS) Code. 6. Letter of recommendation from two (2) clients (Not Mandatory)	1. Formal letter of Application. 2. Copy of Company Profile 3. Copy of Certificate of Incorporation 4. Memorandum and Articles of Association showing security services orientation. 5. CTC Form CAC7 (Particulars of Directors. 6. CTC Form CAC2 (Allotment of Shares) 7. Company Current Tax Clearance Certificate 8. Letter of recommendation from two (2) clients (Not Mandatory)	1. Obtain and complete the official NIMASA Security Vendor registration application form (download from NIMASA website). 2. Attach required documents listed in the requirement document column. 3. Submit the completed application form and supporting documents through the NIMASA portal/designated office. 4. Pay registration fees via REMITA/NIMASA portal and retain receipt and wait for compliance verification. 5. NIMASA to review documents and vet for compliance. 6. Conduct onsite physical inspections to confirm operational capacity. 7. Upon approval, NIMASA issues the Security Vendor certificate.	Application Review: 21 working days Registration Certificate Issuance: within 72 hours after compliance verification and payment.	Late Renewal Penalty: ₦100,000 surcharge Registration Fee: ₦400,000 annually	Registration Certificate is valid for a year Mandatory Compliance to ensure Vendor Security Companies operating the Maritime domain meet Nigerian maritime security laws and ISPS Code requirements. All payments must be made through NIMASA's official portal. NIMASA reserves the right to verify operational capacity and personnel training before approval.
15.	Renewal Registration of Security Vendors	1. Valid expiring NIMASA Security Vendor Certificate of registration.	1. Copy of Certificate of Incorporation 2. Copy of Company Profile	1. Obtain and complete the official NIMASA Security Vendor Registration renewal application form	Application Review: 14 working days Certificate Renewal Issuance: within 72 hours after	Renewal Fee: ₦100,000 annually Late Renewal Penalty: ₦100,000 surcharge	Registration must be renewed yearly to remain valid. All payments must be made through

		- CAC incorporation certificate (minimum ₦50m share capital) - Tax clearance certificate (last 1 years) - Evidence of maritime security operational capacity (fleet, personnel, or contracts). - Evidence of prior maritime security engagements (if applicable).	- Formal letter of Application Submitted by Company - Memorandum and Articles of Association showing security services orientation. - CTC Form CAC7 (Particulars of Directors. - CTC Form CAC2 (Allotment of Shares) - Company Current Tax Clearance Certificate - Copy of Professional Certifications of Key Management Staff. - NIMASA Official Receipt for Payment of Vendor Registration fees	(download from website). - Attach required documents listed in the required documents column. - Submit the completed application form and supporting documents through the NIMASA portal/ designated office. - Pay renewal fees via REMITA/NIMASA portal, retain receipt and wait for compliance verification. - NIMASA to review documents and vet for compliance. - Conduct onsite physical inspections to confirm operational capacity. - Upon approval, NIMASA issues the renewed Security Vendor registration certificate.	compliance verification and payment		NIMASA's official portal.
16.	Port Facility Security Assessment/Plan (PFSA/PFSP)	1. NIMASA assigned designated ISPS Port/Port Facility.	- Letter of allocation of RSO to the Port/Port Facility - Letter of Allocation of Port/Port Facility to the RSO.	- RSO Allocation Committee assigned an RSO to a Port/Port Facility. - The letter of assignment sent to	Allocation of RSO and engagement of Port/Port Facility: 21 working days	Administrative Fee: N500,000 to NIMASA. Survey Fee to RSO as agreed by the Port/	Renewed annually for Compliance with the ISPS Code. Non-Compliance will result to sanctions (Warning, Fines,

		2. NIMASA assigned an RSO to the Port /Port Facility	3. PFSA check list 4. PFSA Template 5. Draft PFSA.	RSO and port/Port Facility through the assigned ISPS unit email (NIMASA Portal) 3. RSO conducts Security Survey of the Port/Port Facility and develops Security Assessment. 4. NIMASA reviews and Vets the Security Assessment. 5. Upon Approval of the Security assessment by NIMASA. 6. NIMASA review and vet the PFSP. 7. Letter of approval of PFSA/PFSP is uploaded from NIMASA Portal upon approval. 8. The RSO/PFSO of the Port/Port Facility brings the approval letter to the ISPS unit and collects the PFSA/PFSP.	Review and vetting of PFSA:30 working days Review and vetting of PFSP: 30 working days	Port Facility and the RSO.	withdrawal of Statement of Compliance, and Closure of Port/Port Facility)
17.	MLC 2006 Compliance Certification (Initial, intermediate and renewal certification)	A vessel registered under the Nigeria flag with a valid Certificate of Registry.	1. Certificate of Registry of the intended Vessel. 2. Valid MLC, 2006 Certificate for Intermediate endorsement. (where applicable) 3. Expired MLC, 2006 accompanied with a	1. Vessel Owner, Manager or Agents to apply for MLC, 2006 Certification and attach certificate of ship registry of each of the vessels. 2. NIMASA conduct Assesses of the DMLC Part 2 (Approves or Disapproves).	Application is processed within 14 work days. NOTE: Timeline is contingent on the availability of vessel for inspection by ship owner and satisfactory vessel inspection.	Initial Inspection i. 80 – 499 GT = ₦150,000 ii. 500-1999GT = ₦200,000 iii. 2000-4999GT = ₦250,000 iv. 5000GT Above = ₦300,000	Incomplete documentation suspends SLA timelines until all required documents are received. In the event of any deficiency, the company is to rectify before final

			valid certificate of Nigerian registry for renewal (where applicable). 4. Complete the Declaration of Maritime Labour Compliance part 2 5. Safety Management System (SMS) manual	3. Upon approval NIMASA conduct physical inspection of the vessels at the company or suitable location. 4. NIMASA endorses DMLC part 1 & 2 upon satisfactory inspection of vessel 5. NIMASA issues Interim Maritime Labour Certificate (where applicable). 6. Approve and issues full Maritime Labour Certificate upon satisfactory inspection of the company vessels.		Intermediate Inspection i. 80 -499 GT = N 75,00 ii. 500-1999GT = N100,000 iii. 2000-4999GT= N150,000 iv. 5000GT Above= N150,000 Renewal Inspection Fee i. 80 – 499 GT = N 100,000 ii. 500-1999GT = N 150,000 iii. 2000-4999GT= N 200,000 iv. 500GT Above= N250,000 Approval and Certification i. Below 499GT = N100,000 ii. Above 500GT =N200,000	submission of DMLC part 2. Intermediate inspection to be carried out to ensure on going compliance. Upon notification of compliant, the Agency may carry out inspection to ensure compliance.
18.	Registration/ Renewal as a Seafarers' Employer	1. Registered Nigerian Company with paid up share capital of ₦25,000,000. 2. Must have a vessel or fleet of vessels in the company. 3. Employee Compensation	1. All relevant CAC documents 2. Paid up share capital of ₦25,000,000 3. Copy Audited financial report (for renewal) 4. Certificate of Registry for vessel(s).	1. Submit application for registration as a Seafarers' Employer to NIMASA's office or visit www.nimasa.gov.ng 2. Present required documents such as CAC certificate, tax clearance, audited accounts,	Registration within 21 working days average processing period. Renewal within 21 working days.	₦ 750,000	Registration must be renewed yearly to remain valid. NIMASA reserves the right to suspend or revoke licenses for non-compliance. The timeline period for registration is subject to successful

		Insurance Policy (Evidence of Certificate of Compliance) Nigerian Social Insurance Trust Fund (NSITF) certificate. 4. Certificate of Compliance of contribution from PENCOT valid till the end of application year (for companies 3years and over).	5. Chartered party agreement (where applicable). 6. Evidence of transport logistics. 7. Bank Guarantee of ₦5,000,000 from a reputable bank in Nigeria 8. Company profile and list of four (4) staff with their CVs 9. Certificate of Compliance with ITF 10. Evidence of Medical retainership (copy of agreement) 11. Evidence of Pension rendition for Seafarers (for renewal) 12. Evidence of Payment 13. Three (3) years Tax clearance certificate	insurance, and company profile. 3. Submit complete application supporting documents to NIMASA's Seafarers' Unit or E-Portal. 4. Pay the registration fees via REMITA/NIMASA portal and upload receipt. 5. NIMASA conducts physical inspection and document verification to confirm compliance. 6. Subject to approval, NIMASA issues Seafarers' Employer license valid for one year.			submission of all required documents.
19.	Registration and Renewal of Licenses for Stevedoring Services	1. Corporate Affairs Commission (CAC) incorporation certificate 2. Tax clearance certificate (last 3 years) 3. Evidence of operational capacity	1. Completed NIMASA application form 2. Company profile and organogram 3. Insurance certificates (liability and workers' compensation)	1. Download or collect the official NIMASA stevedoring license application form from the agency's portal or office. 2. Prepare required documents such as CAC incorporation certificate, tax clearance, proof of operational capacity,	Registration within 21 working days (average processing time). Renewal: 14 working days	Between 2000 – 4999 GT	License holders must adhere to maritime safety, labour, and environmental standards, and renew annually before expiration. NIMASA reserves the right to suspend

		(equipment, workforce) - Safety and environmental compliance documents. - Proof of qualified stevedoring personnel	Evidence of compliance with Maritime Labour Convention	safety compliance documents, and evidence of qualified personnel. - Submit completed application forms with supporting documents to NIMASA headquarters or zonal office, along with proof of payment of prescribed fees. - Pay service registration fees via NIMASA's secure payment portal. - NIMASA conducts due diligence, including site inspection and verification of equipment, personnel, and compliance with maritime labour standards. - Upon successful review, NIMASA issues the Stevedoring License.			or revoke licenses for non-compliance. All payments must be made through NIMASA's official portal. Physical verification of facilities and workforce is mandatory before approval.
20.	Seafarer Registration	- Applicant must be a Nigerian seafarer - Must be within age range of 16-65 years. - Must obtain minimum of O-Level or equivalent and Basic Mandatory Safety Training Certificates (STCW).	- STCW Basic/ Advance Mandatory Safety Training Certificate. - Evidence of maritime training/qualification - Certificate of Competency (CoC) and advanced courses certificate for (Officers) or Certificate of Proficiency (CoP) for ratings	- Visit NIMASA website look up Maritime labour services click on seafarers' registration - Sign up with your credentials and create an account or profile - Login with with your details. - Submit all the required documents.	Registration within average processing time of 2 working days. Update of records or upgrade of ranks takes 2 working days	Registration processing fee: ₦ 200	Successful Seafarers' registration is subject to submission of all required documents.

			4. Flag endorsements certificate (for holders of foreign CoC). 5. Seaman Discharge Booklet 6. International passport or affidavit (where NIMASA requires it).	5. Complete self service Biometric Data capture 6. The application gets to the desk for appraisal. 7. Upon approval or decline the applicant gets notification via mail.			
21.	Registration or Renewal as Manning Agent	1. Registered Nigerian Company with paid up share capital of ₦25,000,000 2. Employee Compensation Insurance Policy (Evidence of Certificate of Compliance) Nigerian Social Insurance Trust Fund (NSITF) certificate. 3. Certificate of Compliance of contribution from PENCOM valid till the end of application year (for companies of 3 Years and above).	1. All relevant CAC documents 2. Paid up Share Capital of ₦25, 000,000 3. Evidence of transport logistics 4. Copy of Audited financial report 5. Bank Guarantee of ₦5,000,000,000 from a reputable bank in Nigeria 6. Company profile and list of Four (4) staff with their CVs 7. Certificate of Compliance with Industrial Trust Fund 8. Evidence of Medical retainership (copy of agreement) 9. Three (3) years Tax clearance certificate 10. Evidence of pension rendition for	1. Submit application for registration as a Manning Agent to NIMASA's office or (link needed) visit www.nimasa.gov.ng 2. Present required documents such as CAC certificate, tax clearance, audited accounts, insurance, and company profile. 3. Submit complete application supporting documents to NIMASA's Seafarers' Unit or E-Portal. 4. Pay the registration fees via REMITA/NIMASA portal and upload receipt. 5. NIMASA conducts physical inspection of facility to confirm compliance.	Registration within 21 working days average processing period. Renewal within 21 working days	Registration Fee: ₦750,000	Registration must be renewed yearly to remain valid. NIMASA reserves the right to suspend or revoke licenses for non-compliance. The timeline period for registration is subject to successful submission of all required documents.

			seafarers (for renewal)	6. Review of Inspection report 7. Subject to approval, NIMASA issues Seafarers' Employer license valid for one year.			
22.	Seafarers Identity Document (SID) Registration	1. Nigerian citizenship or eligible status. 2. Valid NIN (National Identification Number). 3. Proof of Medical fitness. 4. MTI Competency Certifications.	1. Completed SID form (online). 2. Two passport photographs. 3. Certificate of Competency. 4. Seaman's Record Book. 5. Medical fitness certificate. 6. Birth certificate. 7. Sea service record. 8. International passport.	1. Obtain a Login Details form E-Lap App (nimasa.gov.ng) 2. Complete the Seafarers Identity Document form and upload passport photograph and supporting documents such as medical fitness, sea service record, birth certificate, and international passport at the Seafarers Registration Office or online portal. 3. Pay the prescribed SID fee and issuance charges as invoiced by NIMASA. 4. Attend biometric capture verification (facial and fingerprint capture) scheduled by NIMASA. 5. Collect the digital SID or physical card	5 working days average, depending on biometric scheduling and document verification.	SID ₦200; issuance fee prescribed by NIMASA; courier charges if physical card requested.	Ensure all documents are valid and complete; Incomplete applications delay processing. SID is mandatory for Nigerian seafarers working under the flag.

23.	Civil Liability Insurance (Blue Card)	1. Vessel registered under Nigerian flag. 2. Valid P&I Club Blue Card. 3. Compliance with CLC 1992, Bunker Convention 2001, Nairobi WRC 2007.	1. Application form. 2. Original P&I Club Blue Card. 3. Nigerian Registry Certificate. 4. Other relevant MARPOL/Marine Environment Protection certificates. 5. Evidence of payment.	1. Check that vessel eligibility, tonnage and type meet convention or non-convention requirements under CLC, Bunker, or WRC. 2. Secure an original Blue Card from an approved Protection & Indemnity Club covering oil pollution, bunkers, or wreck removal. 3. Complete NIMASA application form and attach registry certificate, Blue Card, and other MARPOL certificates. 4. Submit application to NIMASA with the Nigerian Ship Registration Office and pay prescribed fees based on vessel category. 5. NIMASA reviews ownership, charter details, and insurance consistency before issuing certificate. 6. Receive certificate valid for one year; renew at least three months before expiration to avoid penalties. Collect Civil Liability Certificate	1–3 weeks average; renewal should be initiated 3 months before expiry.	First certificate: ₦350,000 (convention vessels). Renewal (no major change): ₦300,000. Non-convention vessels: ₦250,000 (first), ₦200,000 (renewal).	Applications abandoned are non-refundable. Trading without valid Civil Liability Certificates attracts heavy penalties. FPSOs may require special arrangements as they are not “ships” under CLC.
-----	---------------------------------------	---	---	--	--	---	--

24.	Manning Compliance Inspection	1. Vessel registered under Nigerian flag. 2. Crew must hold valid STCW certificates. 3. Manning levels must meet safe minimum standards. 4. No outstanding obligations with NIMASA.	1. Application letter. 2. Crew list with ranks. 3. Certificates of Competency. 4. Medical fitness certificates. 5. Seafarers Identity Document (SID). 6. Evidence of payment. 7. Previous inspection reports (if any).	1. Submit application letter with crew list and required documents to NIMASA. 2. Pay prescribed inspection fees based on vessel tonnage and crew size; retain evidence of payment. 3. Ensure all crew have valid STCW certificates, SID cards, and medical fitness certificates. 4. NIMASA inspectors verify manning levels, crew qualifications, and welfare compliance onboard. 5. NIMASA issues Manning Compliance Certificate valid for one year. 6. Schedule renewal inspections before expiry to maintain compliance and avoid penalties.	4 weeks average, depending on inspection scheduling and crew documentation readiness.	₦200,000 – ₦400,000 depending on vessel type, tonnage, and crew size; additional statutory levies may apply.	Non-compliance may lead to detention, fines, or refusal of port clearance. Ensure crew contracts and welfare provisions align with MLC 2006. Renewal inspections required annually or as directed by NIMASA
25.	Manning Compliance Inspection	1. Vessel registered under Nigerian flag.	1. Application letter. 2. Crew list with ranks.	1. Submit application letter with crew list and	2–4 weeks average, depending on inspection scheduling	₦200,000 – ₦400,000 depending on vessel	Non-compliance may lead to detention,

		2. Crew must hold valid STCW certificates. 3. Manning levels must meet safe minimum standards. 4. No outstanding obligations with NIMASA.	3. Certificates of Competency. 4. Medical fitness certificates. 5. Seafarers Identification Documents (SID). 6. Evidence of payment. 7. Previous inspection reports (if any).	required documents to NIMASA. 2. Pay prescribed inspection fees based on vessel tonnage and crew size; retain evidence of payment. 3. Ensure all crew have valid STCW certificates, SID cards, and medical fitness certificates. 4. NIMASA inspectors verify manning levels, crew qualifications, and welfare compliance onboard. 5. NIMASA issues Manning Compliance Certificate valid for one year. 6. Schedule renewal inspections before expiry to maintain compliance and avoid penalties.	and crew documentation readiness.	type, tonnage, and crew size; additional statutory levies may apply.	finer, or refusal of port clearance. Ensure crew contracts and welfare provisions align with MLC 2006. Renewal inspections required annually or as directed by NIMASA
26.	Registration and renewal of Stevedoring Services	1. Registered Nigerian Company with paid up share capital of 5million and above. 2. Brief biography of promoters/ principal shareholder and their background	1. Memorandum of Article of Association (MEMART) 2. CAC Incorporation certificate and relevant documents. 3. Paid up share capital of N5million and above.	1. Submit application with relevant supporting documents to the office or online 2. Pay the registration fee 3. Review and validate submitted documents. 4. Physical inspection is done for compliance purpose	Registration is within 21 working days average processing period.	New Registration Fee ₦750,000 Renewal Fee ₦600,000 Late renewal attracts penalty fee.	Bank Guarantee confirmation can affect official timeline. Inspection report from the zones also cause delay in processing period. Submission of all documents also

		3. Company profile and the list of principal shareholders with their CVs 4. Provide evidence of compliance with Dockworkers training and wages (for renewal). 5. Provide evidence of Previous assignment (for renewal). 6. Names and numbers of dockworkers under your employment (for renewal).	4. Bank Guarantee of for N3million valid for 4 Years. 5. Group Life Insurance Policy Certificate 6. Nigerian Social Insurance Trust Fund (NSITF) Certificate 7. Industrial Trust Fund (ITF) Certificate 8. Tax Clearance Certificate. 9. Evidence of Pension remittance (for renewal) 10. Medical Retainership evidence. 11. Provide written undertaking 12. Provide evidence of personal protective equipments (PPE), Bus, Ambulance, First Aid Box. 13. Provide evidence of Utility e.g Water, Power, bathroom	5. Confirmation of bank guarantee			determine the period of processing. Certificate valid for 4 Years.
27.	Registration and renewal of Jetty Operator services	1. A registered Nigerian Company with paid up share capital of 5million and above.	1. CAC Incorporation certificate and relevant documents with paid up share capital of N 5million and above	1. Submit application with relevant supporting documents to the office or online 2. Pay the registration fee	Registration is within 21 working days average processing period.	New Registration Fee N 750,000. Renewal Fee N 600,000 Late renewal attracts penalty fee.	External Bank Guarantee confirmation can affect official timeline. Inspection report from the zones also

		2. Bank Guarantee of ₦3million valid for 4years 3. Current Tax Clearance Certificate. 4. Provide evidence of previous assignment (for renewal). 5. Company profile and the list of principal shareholders with their CVs.	2. Memorandum of Article of Association (MEMART) 3. Group Life Insurance policy certificate 4. Nigerian Social Insurance Trust Fund(NSITF) Certificate 5. Industrial Trust Fund (ITF) Certificate 6. Evidence of Pension remittance (for renewal) 7. Medical Retainership evidence 8. Evidence of Personal Protective Equipment (PPE) 9. Provide evidence of compliance with Dockworkers training and wages (for renewal) 10. Provide evidence of Personal Protective Equipments (PPE) 11. Provide evidence of Utility. 12. Provide evidence of cargo handling.	3. Review and validate submitted documents. 4. Physical inspection is done for compliance purpose. 5. Confirmation of bank guarantee 6. Recommendation for approval. 7. Issuance of certificate.			causes delay in processing period. Submission of all documents also determines the period of processing. Certificate valid for 4 Years.
--	--	--	---	--	--	--	--

28.	Registration and renewal of Bonded Terminal services	1. A registered Nigerian Company with paid up share capital of 5million and above. 2. Bank Guarantee of N3million valid for 4years 3. Current Tax Clearance Certificate. 4. Provide evidence of previous assignment (for renewal). 5. Company profile and the list of principal holders with their CVs.	1. CAC Incorporation certificate and relevant documents with paid up share capital of N5million and above 2. Memorandum of Article of Association (MEMART) 3. Group Life Insurance policy certificate 4. Nigerian Social Insurance Trust Fund(NSITF)Certificate 5. Industrial Trust Fund (ITF) Certificate 6. Evidence of Pension remittance(for renewal) 7. Medical Retainership evidence 8. Evidence of protective personal equipment(PPE) 9. Provide evidence of compliance with Dockworkers training and wages(for renewal) 10. Provide evidence of Utility. 11. Provide evidence of cargo handling.	1. Submit application with relevant supporting documents to the office or online 2. Pay the required registration fee. 3. Review and validate submitted documents. 4. Physical inspection is done for compliance purpose. 5. Confirmation of bank guarantee. 6. Recommendation for approval. 7. Issuance of certificate.	Registration is within 21 working days average processing period.	New Registration Fee N750,000. Renewal Fee N600,000. Late renewal attracts penalty fee.	External Bank Guarantee confirmation can affect official timeline Inspection report from the zones also cause delay in processing period. Submission of all documents also determines the period of processing. Certificate valid for 4years.
-----	--	--	--	--	---	--	---

29.	Registration and renewal of Inland Container Depots (ICDs) services	1. A registered Nigerian Company with paid up share capital of 5million and above. 2. Bank Guarantee of for N3million valid for 4years 3. Current Tax Clearance Certificate. 4. Provide evidence of previous assignment (for renewal). 5. Company profile and the list of principal holders with their CVs.	1. CAC Incorporation certificate and relevant documents with paid up share capital of N5million and above 2. Memorandum of Article of Association (MEMART) 3. Group Life Insurance policy certificate 4. Nigerian Social Insurance Trust Fund(NSITF) Certificate 5. Industrial Trust Fund (ITF) Certificate 6. Evidence of Pension remittance(for renewal) 7. Medical Retainership evidence 8. Evidence of Personal Protective Equipment (PPE) 9. Provide evidence of compliance with Dockworkers training and wages (for renewal) 10. Provide evidence of Utility.	1. Submit application with relevant supporting documents to the office or online 2. Pay the required registration fee. 3. Review and validate submitted documents. 4. Physical inspection is done for compliance purpose. 5. Confirmation of bank guarantee. 6. Recommendation for approval. 7. Issuance of certificate.	Registration is within 21 working days average processing period.	New Registration Fee N750,000. Renewal Fee N600,000. Late renewal attracts penalty fee.	External Bank Guarantee confirmation can affect official timeline Inspection reports from the zones also cause delay in processing period. Submission of all documents determines the period of processing. Certificate valid for 4years.
-----	---	--	---	--	---	--	---

			II. Provide evidence of cargo handling.				
30.	Registration and renewal of Off-dock Terminal services	1. A registered Nigerian Company with paid up share capital of 5million and above. 2. Bank Guarantee of for ₦3million valid for 4years 3. Current Tax Clearance Certificate. 4. Provide evidence of previous assignment (for renewal). 5. Company profile and the list of principal holders with their CVs.	1. CAC Incorporation certificate and relevant documents with paid up share capital of ₦5million and above 2. Memorandum of Article of Association (MEMART) 3. Group Life Insurance policy certificate 4. Nigerian Social Insurance Trust Fund(NSITF)Certificate 5. Industrial Trust Fund (ITF) Certificate 6. Evidence of Pension remittance(for renewal) 7. Medical Retainership evidence 8. Evidence of Personal Protective Equipment(PPE) 9. Provide evidence of compliance with Dockworkers training and wages (for renewal)	1. Submit application with relevant supporting documents to the office or online 2. Pay the required registration fee. 3. Review and validate submitted documents. 4. Physical inspection is done for compliance purpose. 5. Confirmation of bank guarantee. 6. Recommendation for approval. 7. Issuance of certificate.	Registration is within 21 working days average processing period.	New Registration Fee ₦750,000. Renewal Fee ₦600,000. Late renewal attracts penalty fee.	External Bank Guarantee confirmation can affect official timeline. Inspection reports from the zones also cause delay in processing period. Submission of all documents also determine the period of processing. Certificate valid for 4years.

			10. Provide evidence of Utility. 11. Provide evidence of cargo handling.				
31.	Registration and renewal of Dry Ports and Platform services	1. A registered Nigerian Company with paid up share capital of 5million and above. 2. Bank Guarantee of ₦3million valid for 4years 3. Current Tax Clearance Certificate. 4. Provide evidence of previous assignment (for renewal). 5. Company profile and the list of principal holders with their CVs.	1. CAC Incorporation certificate and relevant documents with paid up share capital of ₦5million and above 2. Memorandum of Article of Association (MEMART) 3. Group Life Insurance policy certificate 4. Nigerian Social Insurance Trust Fund (NSITF) Certificate 5. Industrial Trust Fund (ITF) Certificate 6. Evidence of Pension remittance(for renewal) 7. Medical Retainership evidence 8. Provide evidence of compliance with Dockworkers training and wages(for renewal) 9. Provide evidence of Personal Protective Equipments (PPE)	1. Submit application with relevant supporting documents to the office or online 2. Pay the required registration fee. 3. Review and validate submitted documents. 4. Physical inspection is done for compliance purpose. 5. Confirmation of bank guarantee. 6. Recommendation for approval. 7. Issuance of certificate.	Registration is within 21 working days average processing period.	New Registration Fee ₦750,000. Renewal Fee ₦600,000. Late renewal attracts penalty fee.	External Bank Guarantee confirmation can affect official timeline Inspection reports from the zones also cause delay in processing period. Submission of all documents also determine the period of processing. Certificate valid for 4years.

			10. Provide evidence of Utility. 11. Provide evidence of cargo handling.				
32.	Maritime Labour Mediation, Reconciliation And Dispute Resolution.	1. Complaints Form 2. Employers Of Labour, 3. Maritime Labour Unions, Associations or Employee(Seafarers and Dockworkers)	Employment - Letter of Complaint - Evidence of Company registration/license and certification to operate in the Maritime Sector - Particulars of the affected vessel (depending on the nature of the dispute). - Copy of the Collective Bargaining Agreement. - Evidence of Employment of the Worker. - Any other relevant document Union/Employee - Letter Of Complaint - Proof of registration as a Seafarer or Dockworker, - Copy of the Employment Agreement,	- Register the complaints, - Investigate the complaint and proper recommendations for resolution. - Advise the affected parties to resolve the conflict within 14 days, - Schedule a tripartite meeting between government (NIMASA), Union And Employer Of Labour where necessary, - Monitor the implementation of the communique and resolution.	Resolution of the conflict between parties 7-21 Days*.	Free of Charge	Where the dispute persists and mediation fails, parties can seek redress in Court of Arbitration. Timeline varies depending on the nature of the dispute and reasons from the affected parties

			4. Any other relevant documents depending on the nature of the reported conflict				
33.	MLC 2006 Compliance Certificate	1. Vessel registered under Nigerian flag. 2. Compliance with crew welfare, accommodation, medical care, contracts, and safety standards. 3. No outstanding obligations with NIMASA.	1. Application letter. 2. Crew contracts and wage records. 3. Medical fitness certificates. 4. Safety management system documents. 5. Evidence of payment. 6. Previous inspection reports (if any).	1. Submit application letter to NIMASA including vessel details and request for MLC 2006 compliance certification. 2. Provide required documents such as crew contracts, wage records, medical fitness certificates, and safety management system documents. 3. Pay prescribed fees/statutory fees based on vessel tonnage and type; retain evidence of payment. 4. NIMASA inspectors board the vessel to verify compliance with crew welfare, accommodation, and safety standards. 5. Implement corrective actions. If deficiencies are found, rectify them promptly and submit evidence of compliance. 6. Upon successful inspection and verification, NIMASA issues the MLC 2006	21 Days* average, depending on inspection scheduling and corrective actions.	₦250,000 – ₦500,000 depending on vessel type and tonnage; additional inspection fees may apply.	Certificate validity: 5 years, subject to intermediate inspection. Non-compliance may lead to detention or fines. Ensure crew contracts and welfare provisions meet MLC 2006 standards. Renewal requires intermediate inspection within 2–3 years. Crew welfare (contracts, wages, medical care) is the most scrutinised area. Non-compliance can result in detention, fines, or refusal of port entry.

				Compliance Certificate valid for 5 years.			
34.	Availability and Reservation of Vessel Name	1. Applicant must be a Nigerian citizen or company registered under Nigerian law. 1. Vessel ownership must comply with Merchant Shipping Act and NIMASA Act 2007. 2. For companies, proof of minimum share capital is required. Minimum Share Capital Requirement (for companies): ₦25,000,000 for vessel ownership	1. Completed Vessel Name Approval Form. 2. Declaration of Ownership (Body Corporate or Individual). 3. Company Incorporation Documents (CAC Certificate, Memorandum & Articles of Association). 4. Evidence of Share Capital (for corporate applicants). 5. Payment Receipt of applicable fees	1. Prepare required documents such as incorporation papers, ownership declaration, and proof of share capital. 2. Complete name approval form filled out with the Vessel Name with preferred and alternative names. 3. Submit application to NIMASA with supporting documents to the Director-General's office. 4. Payment of necessary reservation fees through the Nigerian Ship Registry Office to settle applicable charges. 5. Confirmation received, approval issued names are reserved for 6 months.	Application Review within 48 hours Vessel Name Approval/Reservation Letter issued within 48 hours after compliance verification and payment.	Fees vary by vessel tonnage and category; official receipt issued by NIMASA upon payment.	Rejected names may be refused if already taken, too similar to existing ones, offensive, deceptive, or against public interest. Renewal is required if reservation lapses after 60 days, applicants must reapply. Official Correspondence: Addressed to the Director-General/CEO, NIMASA.
35.	Provisional Vessel Registration	1. Applicant must be a Nigerian citizen or company registered under Nigerian law. 2. Vessel must comply with Merchant	1. Formal Letter of Application 2. Completed Ship Registration Form (SR 01). 3. Declaration of Ownership Form with	1. Submit formal written application to the DG/CEO, NIMASA with intent to register provisionally and attach necessary documents	Application Review within 21 working days. Provisional Certificate of Registry issued within 48 hours after	Provisional and Ship/Vessel Registration fee: 15-200 tons: ₦100,000.00 201-1000 tons: ₦120,000.00	Rejected Names: Names may be refused if already taken, offensive, or deceptive. Renewal: Provisional registration must be

		Shipping Act and NIMASA Act 2007. 3. For corporate applicants, proof of incorporation and minimum share capital is mandatory. 4. Bareboat charter with Nigerian operator. 5. Minimum share capital: ₦25,000,000.00	passport photograph of director. 4. Evidence of Company Incorporation (CAC documents such Certificate CTC of Memorandum & Articles of Association, CAC7 and CAC2. 5. Company's current Tax Clearance Certificate 6. Vessel of Survey Certificate 7. Builders Certificate 8. Bill of Sale (2nd-hand ships) 9. Tonnage Measurement Certificate and International Tonnage Certificate (ITC) 10. Certificate of carving and marking note 11. Call sign certificate and Load line certificate 12. Vessel class certificate 13. Deletion certificate	2. Provide CAC certificate, Memorandum & Articles, CAC 7 and CAC 2 forms. 3. Provide/Submit current tax clearance and International Tonnage Certificate if applicable. 4. Complete declaration of ownership form with director's passport photo. 5. Apply for ship name approval and submit the ship name approval form to ensure uniqueness and compliance. 6. Pay ALL necessary registration fees to NIMASA and attach official receipt as evidence. 7. Provisional Certificate of Registry issued – valid for 6 months	compliance verification and payment.	- Each subsequent 1000 tons above 1000 tons: ₦20,000.00 Other Registrations fee: - FPSO/FSO: ₦500,000.00 - Rig: ₦200,000.00 - Other vessels: ₦100,000.00 Ancillary Fees: - Application Form (SR 01): ₦20,000.00 - Name Reservation/Approval : ₦50,000.00 each - Bill of Sale: ₦35,000.00 - Carving & Marking Note: ₦50,000.00 - Registration of Mortgage: ₦100,000.00 - Cabotage Vessel Operator: ₦100,000.00	renewed or converted to permanent before expiry.
36.	Flag (Ship/Vessel) Registration	1. Owned wholly/partly by Nigerian citizen OR	1. Application Letter with completed Ship Registration Form (SR 01) from NIMASA	1. Submit application for Name Reservation upon payment of ₦50,000.00	Application Review within 7 working days.	Provisional and Ship/Vessel Registration	

		2. Company registered in Nigeria OR 3. Bareboat charter with Nigerian operator 4. Minimum share capital: ₦25,000,000.00	Website (www.nimasa.gov.ng/forms) 2. CTC of Memorandum & Articles of Association, Forms CAC7 and CAC2 3. Company's current Tax Clearance Certificate 4. Certificate of Survey (approved surveyor) 5. Builders Certificate (newly built ships) 6. Bill of Sale (second-hand ships) 7. Tonnage Measurement Certificate & International Tonnage Certificate (ITC) 8. Condition survey report 9. Certificate of carving and marking note, Call sign certificate and Load line certificate 10. Vessel class certificate 11. Deletion certificate (if from foreign flag)	and receive approval of vessel name. 2. Submit Formal Application Letter with completed Form SR 01 with all supporting documents. 3. Concurrently surveyors conduct flag state condition survey and Vessel inspected for safety compliance. 4. Payment of Require Fees: Liaise with Nigerian Ship Registry Office for payment advise and pay applicable registration fees based on tonnage, Obtain and submit proof of payment 5. Approval & Issuance of Certificate of Registration: Registration approved with official number allocated to vessel by Ship Registry and Registry records are searched to ensure no existing encumbrances before registration 6. Certificate of Registry with other statutory certificates issued (safety equipment, safe manning)	Certificate of Registry issued within 48 hours after compliance verification and payment, subject of the DG's approval.	- 15-200 tons: ₦100,000.00 - 201-1000 tons: ₦120,000.00 - Each subsequent 1000 tons above 1000 tons: ₦20,000.00 Other Registrations: - FPSO/FSO: ₦500,000.00 - Rig: ₦200,000.00 - Other vessels: ₦100,000.00 Ancillary Fees: - Application Form (SR 01): ₦20,000.00 - Name Reservation/Approval : ₦50,000.00 each - Bill of Sale: ₦35,000.00 - Carving & Marking Note: ₦50,000.00	
--	--	--	---	---	--	---	--

			12. Approved plan certificate (new Nigerian-built vessel)	7. Collect documents from Nigerian Ship Registry Office.		- Registration of Mortgage: ₦100,000.00 Cabotage Vessel Operator: ₦100,000.00 - Renewal of Registration: Half of total registration fees	
37.	Bareboat Flag Registration	1. Valid bareboat charter agreement 2. Consent from the foreign flag state 3. Vessel must meet Nigerian safety and technical standards 4. Charterer must be a Nigerian registered company with minimum share capital (₦25,000,000)	1. Application letter to DG/CEO, NIMASA 2. Bareboat charter party agreement 3. Consent/authorization from foreign registry 4. Certificate of Incorporation (charterer) 5. CAC forms (CAC2, CAC7, CAC 1.1) 6. Tax Clearance Certificate and Bank Reference 7. Vessel particulars (IMO number, tonnage, dimensions) 8. Bill of Sale or Builder's Certificate and Tonnage Certificate	1. Submit application with supporting documents to DG/CEO, NIMASA. 2. Pay prescribed registration fees and obtain official receipt. 3. NIMASA reviews charter agreement and foreign consent. 4. Vessel undergoes inspection for compliance with Nigerian standards. 5. Upon approval, vessel is entered into Bareboat Register. 6. Certificate of Registry (Bareboat) issued to charterer.	Application Review within 21 working days. Bareboat Certificate of Registry issued within 48 hours after compliance verification and payment, subject to DG's approval.	Fees vary by vessel tonnage and category; official receipt issued by NIMASA upon payment	Registration is temporary and valid for the charter period. Renewal required if charter exceeds initial period. Vessel cannot fly two flags simultaneously; foreign registry must suspend its flag during Nigerian registration. Non-compliance or incomplete documentation delays approval.

			9. Continuous Synopsis Record (CSR). 10. Evidence of payment of prescribed fees				
38.	Carving and Marking Inspection	Vessel must be registered with Nigerian Flag Ship Registry, Permanent and conspicuous markings required Name on bows and Name of Port of Registry on stern.	1. Carving and Marking Note form (issued by NIMASA) 2. Certificate of Registry application 3. Vessel particulars (IMO number, tonnage, dimensions) 4. Evidence of payment of prescribed fees 5. Inspection request letter	1. Submit application to NIMASA for Carving & Marking Note include vessel particulars (IMO number, tonnage) and Certificate of Registry. 2. Pay prescribed fees based on vessel tonnage and obtain official receipt. 3. Receive Carving & Marking Note form from NIMASA contains vessel details specifies marking requirements. 4. Mark vessel as per specifications (bows, stern, main beam). 5. Request inspection by NIMASA surveyor to inspect and certify markings to ensure markings are legible and permanent. 6. Surveyor inspects and certifies compliance Report. 7. Obtain Certificate of Registry.	Application Review within 14 working days. Carving and Marking Note endorsed by inspector within 48 hours after compliance verification and payment.	Fees vary depending on vessel tonnage; official receipt issued by NIMASA	

39.	Change of Ownership	1. Buyer must be eligible to own a Nigerian-registered vessel. 2. Seller must obtain Consent to Sell from DG/CEO, NIMASA. 3. Vessel must be properly registered and compliant.	1. Application letter to DG/CEO, NIMASA. 2. Consent to Sell approval. 3. Completed Declaration of Transfer form. 4. Completed Vessel Registration form. 5. Certificate of Incorporation (buyer), CAC forms (CAC2, CAC7, CAC 1.1). 6. Memorandum & Articles of Association. 7. Tax Clearance Certificate. 8. Bank Reference. 9. Bill of Sale. 10. Passport photograph of transferee. 11. Return of Certificate of Registry (seller). 12. Evidence of payment of prescribed fees. 13. Condition Survey Report (where applicable)	1. Seller obtains Consent to Sell from DG, NIMASA before transfer. 2. Buyer prepares application with required documents forms, corporate documents, and proof of eligibility. 3. Submit Declaration of Transfer and Vessel Registration forms. 4. Pay prescribed fees and obtain official receipt. 5. Registrar of Ships verifies documents and eligibility. 6. Vessel inspected if required. 7. Registrar recommends approval to the DG/CEO. 8. Certificate of Registry issues in buyer's name.	Application Review within 21 working days. New Certificate of Registry issued in the name of the new owner within 48 hours after compliance verification and payment, subject to DG's approval.	Fees vary by vessel tonnage; official receipt issued by NIMASA upon payment.	Consent to Sell is a prerequisite. Incomplete documentation delays approval. Vessel cannot operate under new ownership until Certificate of Registry is reissued. NIMASA may reject applications if buyer is not qualified.
-----	---------------------	--	--	--	---	---	---

40.	Issuance of Bill of Sale	1. Formal application letter by ship owner or authorized representative. 2. Board resolution authorizing sale (for companies). 3. Evidence of vessel registration under Nigerian flag. 4. NIMASA receipt for payment of issuance fee.	1 Certificate of Registry of vessel. 2 Proof of ownership. 3 Corporate incorporation documents (if applicable). 4 Executed sale agreement between buyer and seller. 5 Identification of applicant/authorized agent.	1. Owner/agent prepares and submits formal application letter with board resolution. 2. Attach Certificate of Registry and supporting documents. 3. Submit executed sale agreement. 4. Pay statutory fees and obtain NIMASA receipt. 5. Registrar of Ships verifies documents and records sale. 6 Issuance of Bill of Sale.	Application Review within 14 working days. Bill of Sale issued within 48 hours after compliance verification and payment. Subject to DG's approval.	Statutory fee of ₦80,000 (flat rate, per NIMASA tariff). Additional ₦2,000 per page for certification of documents. Agent/service fees may apply depending on representation.	The Bill of Sale is a legal instrument evidencing transfer of ownership. The parties are to ensure all mortgages or encumbrances are discharged before sale.
41.	De-registration (Deletion Certificate) of a Vessel under the Nigerian Flagged Registry	1. Formal application letter by ship owner or Authorized representative. 2. Board resolution authorizing de-registration (for companies). 3. NIMASA official receipt for payment of de-registration fee 4. Evidence of clearance from Maritime Guard Command.	1. Certificate of Registry (to be surrendered). 2. Proof of ownership. 3. Corporate incorporation documents (if applicable). 4. Affidavit stating reason for de-registration. 5. Clearance certificate from Nigerian Navy/Maritime Guard Command, Maritime Labour Services,	1. Owner/agent prepares and submits formal application letter with board resolution. 2. Attach Certificate of Registry and supporting documents. 3. Pay statutory fees and obtain NIMASA receipt. 4. Submit affidavit and clearance evidence. 5. Registrar of Ships verifies documents and records de-registration.	Application Review within 10 working days. Deletion Certificate issued within 48 hours after compliance verification and payment, subject to DG's approval.	Statutory fee: ₦120,000 (flat rate, per NIMASA tariff). Additional ₦2,000 per page for certification of documents. Agent/service fees may apply depending on representation.	

			Shipping Development	6. NIMASA issues De-registration Certificate.			
42.	Consent to Mortgage under the Nigerian Flagged Registry	1. Formal application letter by ship owner or mortgagee. 2. Board resolution authorizing mortgage (for companies). 3. Mortgage Deed duly executed. 4. Evidence of vessel registration under Nigerian flag. 5. NIMASA receipt for payment of consent fee.	1. Original mortgage deed. 2. Certificate of Registry of vessel. 3. Corporate incorporation documents (if applicable). 4. Board resolution authorizing mortgage. 5. Identification of applicant/authorized agent.	1. Owner/mortgagee prepares and executes mortgage deed. 2. Submit formal application letter with deed and supporting documents. 3. Pay statutory fees and obtain NIMASA receipt. 4. Registrar of Ships verifies documents and records consent. 5. NIMASA issues Consent to Mortgage certificate.	Application Review within 7 working days. Consent to Mortgage issued within 48 hours after compliance verification and payment, subject to DG's approval.	Statutory fee: ₦100,000 (flat rate, per NIMASA tariff).	Additional ₦2,000 per page for certification of documents. Agent/service fees may apply depending on representation.
43.	Consent to Sell	1. Buyer must be qualified to own a Nigerian-registered ship (individual/company registered with CAC and NIMASA) 2. Formal application to DG/CEO, NIMASA 3. Buyer must be a registered shipping company	1. Certificate of Incorporation (buyer) such as CAC forms (e.g., CAC2, CAC7, CAC 1.1) 2. Declaration of Ownership form 3. Memorandum & Articles of Association 4. Return Certificate of Registry (former owner)	1. Prepare buyer eligibility documents and ensure buyer is a registered shipping company with CAC incorporation and NIMASA registration. 2. Submit a written request to the DG/CEO, NIMASA seeking consent to sell the vessel attach required documents include incorporation papers, tax clearance, bank statement, bill of sale,	Application Review within 21 working days. Consent to Sell issued within 48 hours after compliance verification and payment, subject to DG's approval.	Transfer of ownership fees determined by vessel tonnage; payable to NIMASA	Issuance of Consent to Sell and subsequent registration of new owner

		4. Vessel must be properly registered and compliant	5. Tax Clearance Certificate and Bank Reference 6. Bill of Sale 7. Passport photograph of transferee 8. Evidence of NIMASA registration 9. Consent letter duly signed 10. NIMASA official receipt for payment	declaration of ownership, and registry certificates. 3. Clearance certificate from Nigerian Navy/Maritime Guard Command, Maritime Labour Services, Cabotage and Shipping Development. 4. Pay applicable fees based on vessel gross tonnage and obtain official NIMASA receipt. 5. Registrar of Ships reviews documents, verifies eligibility, and assigns officer for appraisal. 6. Receives consent approval and issues consent to Sell; buyer can then register ownership with NIMASA.			
44.	Change of Name	1. Formal letter of application by owner or authorized rep. 2. Completed Change of Vessel Name form and Vessel Name Approval form. 3. Certificate of Registry / Provisional Certificate (original or return where applicable).	1. Certificate of Incorporation (buyer) 2. CAC forms (e.g., CAC2, CAC7, CAC 1.1) 3. Memorandum & Articles of Association 4. Tax Clearance Certificate and Bank Reference 5. Bill of Sale	1. Prepare and submit application formal letter requesting vessel name change, signed by the registered owner with secured Board resolution from the company's board authorizing the name change. 2. Complete NIMASA forms filed out with the Change of Vessel Name and Vessel Name Approval forms accurately.	Application Review within 21 working days. New Certificate of Registry reflecting the approved vessel name issued within 48 hours after compliance verification and payment, subject to DG's approval.	Change of Vessel Name fees determined by vessel tonnage; payable to NIMASA	Ensure name approval is obtained before filing change request. Missing documents or unpaid fees cause delays. Processing times may vary depending on workload at Agency. Clearance from Maritime Guard

		4. Bill of Sale / Proof of ownership (where applicable). 5. Class certificate, insurance, tonnage certificate, photos (as required by vessel type). 6. Board Resolution under company seal authorizing name change. 7. Affidavit stating reasons for change.	6. Declaration of Ownership form	3. Return old Certificate of Registry bearing the former vessel name. 4. Pay statutory fees to NIMASA and obtain official receipt for change-of-name service. 5. Provide affidavit and clearance stating reasons for change and evidence of clearance from Maritime Guard Command. 6. Receive updated new Certificate of Registry reflecting the approved vessel name.			Command is mandatory.
45.	Registration of Mortgage	1. Formal application letter by ship owner or mortgagee. 2. Mortgage deed duly executed. 3. Consent of mortgagor and mortgagee. 4. Evidence of vessel registration under Nigerian flag. 5. NIMASA receipt for payment of mortgage registration fee.	1. Original Mortgage Deed. 2. Certificate of Registry of vessel. 3. Corporate incorporation documents (if applicable). 4. Board resolution authorizing mortgage (for companies). 5. Evidence of discharge of prior encumbrances (if any).	1. Ship owner and mortgagee prepare and execute a valid mortgage deed in writing. 2. Submit a formal application and file a formal letter with NIMASA including deed and supporting documents. 3. Pay statutory fees, settle mortgage registration fee and obtain official receipt.	Application Review within 7 working days. Mortgage registered in the Register of Ships and letter of Registration issued within 48 hours after compliance verification and payment.	Statutory fee for registration of mortgage: ₦150,000 (flat rate, per NIMASA tariff). Additional ₦2,000 per page for certification of documents. Agent/service fees may apply depending on representation.	

				4. Registrar of Ships verify/reviews documents and records mortgage in Register of Ships 5. NIMASA issues Mortgage Registration Certificate confirming registration.			
46.	Issuance of Transcript of Nigerian Registry	1. Formal application letter by ship owner or authorized representative. 2. Evidence of vessel registration under Nigerian flag. 3. NIMASA receipt for payment of transcript fee.	1. Certificate of Registry of vessel. 2. Corporate incorporation documents (if applicable). 3. Board resolution authorizing request (for companies). 4. Identification of applicant/authorized agent.	1. Prepare and submit formal application letter request for transcript issuance, signed by the vessel owner or authorized agent. 2. Attach supporting documents include Certificate of Registry, incorporation papers, and board resolution if applicable. 3. Pay statutory fees and settle the transcript fee and obtain official NIMASA receipt for submission. 4. Submit to Registrar of Ships the complete package to NIMASA for verification and processing. 5. Receive the official Transcript of Registry once issued by NIMASA.	Application Review within 3 working days. Transcript of Registry issued within 12 hours after compliance verification and payment.	Statutory fee: ₦50,000 (flat rate, per NIMASA tariff). Additional ₦2,000 per page for certification of documents. Agent/service fees may apply depending on representation.	

47.	Payment/ Remittance of 2% Cabotage Surcharge on Contract Operations	1. Valid NIMASA registration of shipping company/agent. 2. Evidence of Flag Registration under NSRO 3. Special Cabotage Registration	1. Application Letter on the company's letterhead paper 2. Charter Party Agreement between the Company and Vessel Owner. 3. Contract Invoices (Freight earnings statement). 4. Schedule of Marine Operations report.	1. Submit Application with relevant documents (through email for IOC's ONLY). 2. Review of submitted application for compliance and defiance. 3. Analyse to determine the 2% Surcharge on Contract performed. 4. Recommendation/ Approval of computed 2% Surcharge in Demand Note to the Applicant. 5. Make necessary payment on the advised 2% surcharge via REMITA /NIMASA portal and obtain receipt. 6. Obtain official receipt or clearance confirming surcharge payment.	i. Processing of Application and issuance of Demand Note within 14 working days. ii. Payment confirmation within 2 days.	2% Cabotage surcharge on the total contract sum performed by the vessel.	Mandatory compliance payment of the 2% Cabotage surcharge is compulsory for all Vessel Contract performed. All payments must be made through REMITA/NIMASA's official portals. Late submission or non-payment attracts fines and possible detention of vessel. NIMASA reserves the right to audit freight earnings declarations for accuracy.
48.	Payment/ Remittance of 2% Cabotage Surcharge on Ship-to-Ship (STS) Operations	1. Valid NIMASA registration of shipping company/agent. 2. Evidence of Flag Registration under NSRO 3. Special Cabotage Registration	1. Application Letter on the company's letterhead paper 2. Charter Party Agreement between the Company and Vessel Owner 3. Schedule of Marine Operations report. 4. Bill of Lading 5. Particulars of Vessel (Q88).	1. Submit Application with relevant documents 2. Review of submitted application for compliance and defiance. 3. Analyse to determine the 2% Surcharge on Ship-to- Ship (STS) Operations performed based on the statutory bench mark. 4. Recommendation/ Approval of computed 2%	Processing of Application and issuance of Demand Note within 2 working days. Payment confirmation within 2 days.	2% Cabotage Surcharge on the Total Sum of Ship-to- Ship (STS) Operations performed based on the statutory benchmark by the vessel.	Mandatory compliance payment of the 2% Cabotage surcharge is compulsory for all Vessel Contract performed. All payments must be made through

			6. Certificate of Quantity Transfer	Surcharge in Demand Note to the Applicant. 5. Make necessary payment on the advised 2% surcharge via REMITA /NIMASA portal and obtain receipt. 6. Obtain official receipt or clearance confirming surcharge payment.			REMITA/ NIMASA's official portals. Late submission or non-payment attracts fines and possible detention of vessel. NIMASA reserves the right to audit freight earnings declarations for accuracy.
49.	Cabotage Vessel Financing Fund (CVFF) Administration (Processing & Disbursement)	1. Must be a Nigerian citizen or Nigerian shipping companies validly registered with NIMASA, wholly owned by Nigerians. 2. Proof of compliance with Cabotage Act provisions.	1. Formal Application for CVFF reviewed by the PLI accompanied with all relevant documents as required by the PLI. 2. Evidence of registration as a shipping company with NIMASA.	1. Applicant submits request (minimum CVFF approved information and documentation) to a PLI for credit facility/guaranty facility. 2. PLI reviews the application and documents and forwards to the CVFF Secretariat Cabotage Unit (SCU) NIMASA. 3. CVFF SCU reviews PLI pre-approved application (where review is favourable, CVFF SCU seek NIMASA approval process. Where review is unfavourable, process is terminated).	Application review within 14 working days for internal evaluation by CVFF SCU and Management Recommendation to the Minister.	N/A	Only Nigerian citizens and Nigerian shipping companies that are validly registered, wholly owned by Nigerians, and compliant with the Cabotage Act are eligible.. NIMASA and PLIs will monitor fund utilization to ensure it is used strictly for vessel acquisition/ expansion.

				4. NIMASA seeks Ministerial Approval for the Application (where favourable, offer letter is issued and applicant must fulfil conditions precedent, where review is unfavourable, process is terminated). 5. Facility availed (disbursement) and utilized as per Terms and Conditions.			
50.	Waiver Processing - Bareboat Chartered Vessel	1. Must be Nigerian Citizen and have valid NIMASA registration as a Nigerian shipping company wholly owned by Nigerian. 2. Valid CAC incorporation registration and other documents of shipping company/agent. 3. Vessel must be registered in the Nigerian Flag Registry clearly stating Bareboat Charter. 4. Compliance with Maritime Labour	1. Cabotage Waiver Application Form (WAF). 2. Cabotage Affidavit Form (CAF) - (Signed and Stamped by the Federal High Court) 3. Application to participate in Cabotage Trade Form (Signed and Stamped by the Federal High Court) 4. Bill of Sale or Evidence of Ownership or Copy of Nigeria Ship Registry Certificate. 5. Crew List Declaration Form (Signed and Stamped by the Federal High Court). 6. Declaration of Ownership Form	1. Applicant submits application in company's letterhead paper and Cabotage Operation Application Forms (document) for Bareboat Charter Waiver processing. 2. Review documents against irregularities and validation or authenticity. 3. Interface with NSRO and MLS for ascertained registration statuses of the vessel and seafarers on board the Vessel. 4. (upon response from the corresponding department, waiver may either be considered or rejected, where rejection is considered, the	Application Review: 14 working days Registration Issuance: within 72 hours after compliance verification and payment	Ownership Waiver Fee: ₦100,000 per vessel Building Waiver Fee: \$1,000.00 per vessel	Registration must be renewed yearly to remain valid. Ensure vessels under bareboat charter meet Cabotage Act requirements. All payments must be made through REMITA/NIMASA's official portal. NIMASA reserves the right to verify vessel operations and charter agreements before approval. <u>Other Document Requirement:</u> 1. Evidence of 2% Surcharge

		Convention (MLC 2006)	(Signed and Stamped by the Federal High Court) 7. Detailed Crew list written on the company's letter head paper (Duly signed, stamped and dated by the Master). 8. Copy of Minimum Safe Manning Certificate (SMC). 9. Completed Maritime Labour Declaration Form CAC (2) & CAC (7) specifying a share capital of not less than N25M. 10. Copy of Certificate of Incorporation and Memorandum and Articles of Association. 11. Tax Clearance Certificates (Last 3-years depending on years in business). 12. Evidence of Registration as a Shipping Company with NIMASA. 13. Evidence of Payment of Sea Protection Levy (SPL) NOTE: Exempted for vessels less than 100 GRT.	company is communicated with the deficiencies). 5. Prepared Waiver Billing and Invoicing (Debit Note) fees to the Applicant. 6. All required fees are paid via REMITA/NIMASA portal. 7. Confirmation of payment and commencement of operation (where vessel fails to comply with the cabotage provision, enforcement officer are deploy to enforce regulations).			Payment (For Renewal) 2. Copy of last Waiver Certificate or receipt for waiver processing fees. 3. Evidence of Dry-docking in Nigeria or letter attesting to non-availability of docking space within window or in ability of available dry-dock to handle the class of vessel (For Renewal), 4. Copy of survey report OR Temporary Importation document from customs for newly imported vessel(s).
--	--	-----------------------	--	--	--	--	---

			14. Bareboat Charter Agreement specifying period of not less than 5-years.				
51.	Waiver Processing – Joint Venture	1. Must be Nigerian Citizen and have valid NIMASA registration as a Nigerian shipping company wholly owned by Nigerian. 2. Valid CAC incorporation registration and other documents of shipping company/agent. 3. Vessel must be registered in the Nigerian Flag Registry clearly stating Bareboat Charter. 4. Compliance with Maritime Labour Convention (MLC 2006)	1. Cabotage Waiver Application Form (WAF). 2. Cabotage Affidavit Form (CAF) - (Signed and Stamped by the Federal High Court) 3. Bill of Sale or Evidence of Ownership or Copy of Nigeria Ship Registry Certificate. 4. Application to participate in Cabotage Trade Form (Signed and Stamped by the Federal High Court) 5. Crew List Declaration Form (Signed and Stamped by the Federal High Court). 6. Declaration of Eligibility (Signed and Stamped by the Federal High Court) 7. Declaration of Ownership Form (Signed and Stamped by the Federal High Court)	1. Applicant submit application in company's letter headed paper and Cabotage Operation Application Forms (document) for Bareboat Charter Waiver processing. 2. Review documents against irregularities and validation or authenticity. 3. Interface with NSRO and MLS for ascertained registration statuses of the vessel and seafarers on board the Vessel. 4. (upon response from the corresponding department, waiver may either be considered or rejected, where rejection is considered, the company is communicated with the deficiencies). 5. Prepared Join Venture Waiver Billing and Invoicing (Debit Note) fees to the Applicant.	Application Review: 14 working days Registration Issuance: within 72 hours after compliance verification and payment	Ownership Waiver Fee: ₦100,000 per vessel Building Waiver Fee: \$ 1,000.00 per vessel	Registration must be renewed yearly to remain valid. Ensures vessels under bareboat charter meet Cabotage Act requirements. All payments must be made through REMITA/NIMASA's official portal. NIMASA reserves the right to verify vessel operations and charter agreements before approval. <u>Other Document Requirements:</u> 1. Evidence of Dry-docking in Nigeria or letter

			8. Detailed Crew list written on the company's letter head paper (Duly signed, stamped and dated by the Master). 9. Copy of Minimum Safe Manning Certificate (SMC). 10. Completed Maritime Labour Declaration Form and Manning License 11. Forms CAC (2) & CAC (7) specifying a share capital of not less than N25M. 12. Copy of Certificate of Incorporation and Memorandum and Articles of Association. 13. Tax Clearance Certificates (Last 3-years depending on years in business. 14. Evidence of Registration as a Shipping Company with NIMASA. 15. Copy of Joint Venture Agreement.	6. All required fees are paid via REMITA/NIMASA portal. 7. Confirmation of payment and commencement of operation (where vessel fails to comply with the cabotage provision, enforcement officer is deploy to enforce regulations).			attesting to non-availability of docking space within window or in ability of available dry-dock to handle the class of vessel (For Renewal), 2. Evidence of 2% Surcharge Payment (For Renewal) 3. Copy of last Waiver Certificate or receipt for waiver processing fees. 4. Evidence of Payment of Sea Protection Levy (SPL) NOTE: Exempted for vessels less than 100 GRT.
--	--	--	---	--	--	--	---

52.	Waiver Processing – Nigerian	1. Must be Nigerian Citizen and have valid NIMASA registration as a Nigerian shipping company wholly owned by Nigerian. 2. Valid CAC incorporation registration and other documents of shipping company/agent. 3. Vessel must be registered in the Nigerian Flag Registry clearly stating Bareboat Charter. 4. Compliance with Maritime Labour Convention (MLC 2006)	1. Cabotage Application for Waiver Form. 2. Cabotage Affidavit Form (CAF) - (Signed and Stamped by the Federal High Court) 3. Bill of Sale 4. Evidence of Ownership or Copy of Nigeria Ship Registry Certificate. 5. Application to participate in Cabotage Trade Form (Signed and Stamped by the Federal High Court) 6. Crew List Declaration Form (Signed and Stamped by the Federal High Court). 7. Declaration of Eligibility (Signed and Stamped by the Federal High Court) 8. Detailed Crew list written on the company's letter head paper (Duly signed, stamped and dated by the Master). 9. Declaration of Eligibility (Signed and Stamped by the Federal High Court)	1. Applicant submit application in company's letter headed paper and Cabotage Operation Application Forms (document) for Bareboat Charter Waiver processing. 2. Review documents against irregularities and validation or authenticity. 3. Interface with NSRO and MLS for ascertained registration statuses of the vessel and seafarers on board the Vessel. (upon response from the corresponding department, waiver may either be considered or rejected, where rejection is considered, the company is communicated with the deficiencies). 4. Prepared Waiver Billing and Invoicing (Debit Note) fees to the Applicant. 5. All required fees are paid via REMITA/NIMASA portal. 6. Confirmation of payment and commencement of	Application Review: 14 working days Registration Issuance: within 72 hours after compliance verification and payment	Ownership Waiver Fee: ₦100,000 per vessel Building Waiver Fee: \$ 1,000.00 per vessel	Registration must be renewed yearly to remain valid. Ensures vessels under bareboat charter meet Cabotage Act requirements. All payments must be made through REMITA/NIMASA's official portal. NIMASA reserves the right to verify vessel operations and charter agreements before approval. <u>Other Document Requirement:</u> 1. Evidence of 2% Surcharge Payment (For Renewal) 2. Copy of last Waiver Certificate or receipt for
-----	------------------------------	---	--	--	--	---	---

			10. Copy of Minimum Safe Manning Certificate (SMC). 11. Completed Maritime Labour Declaration Form and Manning License 12. Evidence of Payment of Sea Protection Levy (SPL) NOTE: Exempted for vessels less than 100 GRT. 13. Copy of Certificate of Incorporation and Memorandum and Articles of Association 14. Forms CAC (2) & CAC (7) specifying a share capital of not less than N25M.	operation (where vessel fails to comply with the cabotage provision, enforcement officer is deployed to enforce regulations).			waiver processing fees. 3. Tax Clearance Certificates (Last 3-years depending on years in business. 4. Evidence of Registration as a Shipping Company with NIMASA. 5. Copy of Joint Venture Agreement.
53.	Waiver Processing – Foreign	5. Must be Nigerian Citizen and have valid NIMASA registration as a Nigerian shipping company wholly owned by Nigerian. 6. Valid CAC incorporation registration and other documents of shipping company/agent.	1. Cabotage Application for Waiver Form. 2. Application to participate in Cabotage Trade Form (Signed and Stamped by the Federal High Court). 3. Copy of Foreign Ship Registry Certificate. 4. Crew List Declaration Form written on the company's letter head paper (Duly signed,	1. Applicant submit application in company's letter headed paper and Cabotage Operation Application Forms (document) for Bareboat Charter Waiver processing. 2. Review documents against irregularities and validation or authenticity. 3. Interface with NSRO and MLS for ascertained	Application Review: 14 working days Registration Issuance: within 72 hours after compliance verification and payment	Ownership Waiver Fee: ₦100,000 per vessel Building Waiver Fee: \$ 1,000.00 per vessel	Registration must be renewed yearly to remain valid. Ensures vessels under bareboat charter meet Cabotage Act requirements. All payments must be made through

		7. Vessel must be registered in the Nigerian Flag Registry clearly stating Bareboat Charter. 8. Compliance with Maritime Labour Convention (MLC 2006). 9. Charter Party Agreement indicating relationship between the Charter and the Owner of the Vessel.	stamped and dated by the Master). 5. Declaration of Ownership (Signed and Stamped by the Federal High Court) 6. Detailed Crew List written on the company's letter head paper (Signed and Stamped by the Federal High Court). 7. Copy of Minimum Safe Manning Certificate (SMC). 8. Completed Maritime Labour Declaration Form and Manning License 9. Certified True Copy of Certificate of Incorporation. 10. Certified True Copy of Memorandum and Articles of Association 11. Forms CAC (2) & CAC (7) specifying a share capital of not less than N25M. 12. Tax Clearance Certificates (Last 3-years depending on years in business.	registration statuses of the vessel and seafarers on board the Vessel. (upon response from the corresponding department, waiver may either be considered or rejected, where rejection is considered, the company is communicated with the deficiencies). 4. Prepared Waiver Billing and Invoicing (Debit Note) fees to the Applicant. 5. All required fees are paid via REMITA/NIMASA portal. 6. Confirmation of payment and commencement of operation (where vessel fails to comply with the cabotage provision, enforcement officer is deploy to enforce regulations).			REMITA/NIMASA's official portal. NIMASA reserves the right to verify vessel operations and charter agreements before approval. <u>Other Document Requirements:</u> 1. Evidence of 2% Surcharge Payment (For Renewal) 2. Copy of last Waiver Certificate or receipt for waiver processing fees. 3. Copy of survey report OR Temporary Importation document from Nigerian Customs for newly imported vessel(s). 4. Copy of Current Class Certificate of Vessel with endorsement where necessary,
--	--	---	--	---	--	--	--

			13.Evidence of Registration as a Shipping Company with NIMASA. 14.Evidence of Payment of Sea Protection Levy (SPL) NOTE: Exempted for vessels less than 100 GRT. 15.Copy of Vessel's Current Q88 (where applicable)				5. Copy of International Tonnage Certificate 6. Copy of Vessel's Insurance Policy (P&I).
54.	Civil Liability for Oil Pollution Damage Certificate	1. Nigerian Flag Tanker Ship of 2000GT and above including Tanker Barges carrying more than 2,000 tons of oil in bulk as cargo. 2. Duly filled application form 10.Updated/Full vessel compliance Status report.	1. Application Letter on the subject. 2. Original copy of the Protection & Indemnity (P&I) Blue Card from approved P&I Club. 3. Valid copy of Nigerian Registry Certificate. 4. Other relevant Marine Environment Protection Documents.	1. Submit Application for issuance of Civil Liability Certificate for Oil Pollution Damage (CLC-Oil). 2. Receipt and appraisal of applications received with accompanying documents attached (1-2hrs). 3. Generation and issuance of Debit Note/payment advise to Stakeholder (1-2hrs). 4. Stakeholder makes payment then returns with receipt/proof of payment and the duly completed application form collected.	Application Review within 2 working days. Certificate Issue within 72 hours after compliance verification and payment.	Processing Fee: 2,000 – 5,000GT - ₦180,000.00 5001 – 10,000GT - ₦200,000.00 10,001 - 15,000GT - ₦220,000.00 15,001 – 20,000GT - ₦230,000.00 20,001 – 25,000GT - ₦240,000.00 25,001 – 30,000GT - ₦250,000.00 30,001 – Above - ₦300,000.00	This SLA covers flag-state related appraisal and processing of Protection and Indemnity (P&I) Insurance Blue Card for Nigerian Flag vessels for statutory certification in line with relevant IMO conventions (Civil Liability Convention.). NOTE: Incomplete documentation and poor compliance status report of vessel suspends SLA timelines until all required documents are received and

				7. Report and recommendation to The Director's Office for further necessary actions viz; Production, Endorsement and issuance of Certificate to Stakeholder.			compliance updates are made.
55.	Civil Liability for Oil Pollution Damage Certificate	1. Nigerian Flag Tanker Ship of 2000GT and above including Tanker Barges carrying more than 2,000 tons of oil in bulk as cargo. 2. Duly filled application form. 3. Updated/Full vessel compliance Status report.	1. Application Letter on the subject. 2. Original copy of the Protection & Indemnity (P&I) Blue Card from approved P&I Club. 3. Valid copy of Nigerian Registry Certificate. 4. Other relevant Marine Environment Protection Documents.	1. Submit Application for issuance of Civil Liability Certificate for Oil Pollution Damage (CLC-Oil). 2. Receipt and appraisal of Applications received with accompanying documents attached 3. Generation and issuance of Debit Note/payment advise to Stakeholder. 4. Stakeholder makes payment then returns with receipt/proof of payment and the duly completed application form collected. 5. Report and recommendation to The Director's Office for further necessary actions viz; Production, Endorsement and	Application Review within 2 working days. Certificate Issue within 72 hours after compliance verification and payment.	Processing Fee: 2,000 – 5,000GT - N180,000.00 5001 – 10,000GT - N200,000.00 10,001 - 15,000GT - N220,000.00 15,001 – 20,000GT - N230,000.00 20,001 – 25,000GT - N240,000.00 25,001 – 30,000GT - N250,000.00 30,001 – Above - N300,000.00 Processing Fee: 2,000 – 5,000GT - N120,000.00 5001 – 10,000GT - N130,000.00 10,001 - 15,000GT - N135,000.00 15,001 – 20,000GT - N140,000.00	This SLA covers flag-state related appraisal and processing of Protection and Indemnity (P&I) Insurance Blue Card for Nigerian Flag vessels for statutory certification in line with relevant IMO conventions (Civil Liability Convention.). NOTE: Incomplete documentation and poor compliance status report of vessel suspends SLA timelines until all required documents are received and compliance updates are made.

				issuance of Certificate to Stakeholder.		20,001 – 25,000GT - N145,000.00 25,001 – 30,000GT - N150,000.00 30,001 – Above - N160,000.00	
56.	Civil Liability Certificate for Bunker Oil Pollution Damage.	1. Nigerian Flag (Self-propelled) Ship of 1,000GT and above using Bunker Oil. 2. Duly filled application form 3. Updated/Full vessel compliance Status report.	1. Application Letter on the subject. 2. Original copy of the Protection & Indemnity (P&I) Blue Card from approved P&I Club or NIMASA Recognized P&I/Insurance Companies. 3. Valid copy of Nigerian Registry Certificate.	1. Submit Application for issuance of Civil Liability Certificate. 2. Receipt and appraisal of Applications received with accompanying documents attached. 3. Generation and issuance of Debit Note/payment advise to Stakeholder. 4. Stakeholder makes payment then returns with receipt/proof of payment and the duly completed application form collected. 6. Report and recommendation to The Director's Office for further necessary actions viz; Production, Endorsement and issuance of Certificate to Stakeholder.	Application Review within 2 working days. Certificate Issue within 72 hours after compliance verification and payment.	Processing Fee: 2,000 – 5,000GT - ₦180,000.00 5001 – 10,000GT - ₦200,000.00 10,001 - 15,000GT - ₦220,000.00 15,001 – 20,000GT - ₦230,000.00 20,001 – 25,000GT - ₦240,000.00 25,001 – 30,000GT - ₦250,000.00 30,001 – ABOVE - ₦300,000.00 Processing Fee: 2,000 – 5,000GT - N120,000.00 5001 – 10,000GT - N130,000.00 10,001 - 15,000GT - N135,000.00 15,001 – 20,000GT - N140,000.00 20,001 – 25,000GT - N145,000.00	This SLA covers flag-state related appraisal and processing of Protection and Indemnity (P&I) Insurance Blue Card for Nigerian Flag vessels for statutory certification in line with relevant IMO conventions (Bunkers Civil Liability Convention.). NOTE: Incomplete documentation and poor compliance status report of vessel suspends SLA timelines until all required documents are received and compliance updates are made.

						25,001 – 30,000GT - N150,000.00 30,001 – ABOVE - N160,000.00	
57.	Civil Liability Certificate for Wreck Removal	Nigerian Flag Ship/Vessel of 300GT and above. Including: Barges, FPSOs, FSU, FSOs, RIGS and MODUs.	1. Application Letter on the subject. 2. Original copy of the Protection & Indemnity (P&I) Blue Card from approved P&I Club or NIMASA Recognized P&I/Insurance Companies. 3. Valid copy of Nigerian Registry Certificate.	1. Submit Application for issuance of Civil Liability Certificate for Wreck Removal. 2. Receipt and appraisal of Applications received with accompanying documents attached 3. Generation and issuance of Debit Note/payment advise to Stakeholder. 4. Stakeholder makes payment then returns with receipt/proof of payment and the duly completed application form collected. 5. Report and recommendation to The Director's Office for further necessary actions viz; Production, Endorsement and issuance of Certificate to Stakeholder.	Application Review within 2 working days. Certificate Issue within 72 hours after compliance verification and payment.	Processing Fee: 2,000 – 5,000GT - N180,000.00 5001 – 10,000GT - N200,000.00 10,001 - 15,000GT - N220,000.00 15,001 – 20,000GT - N230,000.00 20,001 – 25,000GT - N240,000.00 25,001 – 30,000GT - N250,000.00 30,001 – ABOVE - N300,000.00 Processing Fee: 2,000 – 5,000GT - N120,000.00 5001 – 10,000GT - N130,000.00 10,001 - 15,000GT - N135,000.00 15,001 – 20,000GT - N140,000.00 20,001 – 25,000GT - N145,000.00	This SLA covers flag-state related appraisal and processing of Protection and Indemnity (P&I) Insurance Blue Card for Nigerian Flag vessels for statutory certification in line with relevant IMO conventions (Wreck Civil Liability or Nairobi Convention.). NOTE: Incomplete documentation and poor compliance status report of vessel suspends SLA timelines until all required documents are received and compliance updates are made.

						25,001 – 30,000GT - N150,000.00 30,001 – ABOVE - N160,000.00	
58.	Civil Liability Certificate for Oil Pollution Damage for Non-Convention Vessels	Every Nigerian Flag Ship of less than 2,000GT including Fuel Barges carrying less than 2,000 Tons of oil in Bulk as cargo.	1. Application Letter on the subject. 2. Original copy of the Protection & Indemnity (P&I) Blue Card from approved P&I Club or NIMASA Recognized P&I / Insurance Companies. 3. Valid copy of Nigerian Registry Certificate.	1. Submit Application for issuance of Civil Liability Certificate for Non-Convention Vessels. 2. Receipt and appraisal of Applications received with accompanying documents attached. 3. Generation and issuance of Debit Note/payment advise to Stakeholder. 4. Stakeholder makes payment then returns with receipt/proof of payment and the duly completed application form collected. 5. Report and recommendation to The Director's Office for further necessary actions viz; Production, Endorsement and issuance of Certificate to Stakeholder (1-2hrs).	Application Review within 2 working days. Certificate Issue within 72 hours after compliance verification and payment.	Processing Fee (Fresh): 01 – 1,999GT - N100,000.00 Processing Fee(Renewal): 01 – 1,999GT - N50,000.00	This SLA covers flag-state related appraisal and processing of Protection and Indemnity (P&I) Insurance Blue Card for Nigerian Flag vessels for statutory certification in line with relevant Non-Convention Vessel Regulations. NOTE: Incomplete documentation and poor compliance status report of vessel suspends SLA timelines until all required documents are received and compliance updates are made.
59.	Civil Liability Certificate for Bunker Oil	For all Nigerian Flag (Self-propelled) Ships of	1. Application Letter on the subject.	1. Submit Application for issuance of Civil Liability Certificate for Bunker	Application Review within 2 working days.	Processing Fee (Fresh):	This SLA covers Flag-State Control related appraisal and

	Pollution for Non-Convention Vessels.	less than 1,000GT (as in 2 above).	- Original copy of the Protection & Indemnity (P&I) Blue Card from approved P&I Club or NIMASA Recognized P&I/Insurance Companies. - Valid copy of Nigerian Registry Certificate.	- Oil Pollution for Non-Convention Vessels. - Receipt and appraisal of Applications received with accompanying documents attached. - Generation and issuance of Debit Note/payment advise to Stakeholder. - Stakeholder makes payment then returns with receipt/proof of payment and the duly completed application form collected. - Report and recommendation to The Director's Office for further necessary actions viz; Production, Endorsement and issuance of Certificate to Stakeholder.	Certificate Issue within 72 hours after compliance verification and payment.	01 – 999GT - ₦100,000.00 Processing Fee (Renewal): 01 – 999GT - N50,000.00	processing of Protection and Indemnity (P&I) Insurance Blue Card for Nigerian Flag vessels for statutory certification in line with relevant Non-Convention Vessel Regulations. NOTE: Incomplete documentation and poor compliance status report of vessel suspends SLA timelines until all required documents are received and compliance updates are made.
60.	Civil Liability for Wreck Removal for Non-Convention Vessels.	Nigerian Flag Ship of less than 300GT (as in 3 above).	- Application Letter on the subject. - Original copy of the Protection & Indemnity (P&I) Blue Card from approved P&I Club or NIMASA Recognized	- Submit Application for issuance of Civil Liability for Wreck Removal for Non-Convention Vessels. - Receipt and appraisal of Applications received with accompanying documents attached.	Application Review within 2 working days. Certificate Issue within 72 hours after compliance verification and payment.	Processing Fee (Fresh): 01 – 299GT - ₦100,000.00	This SLA covers flag-state related appraisal and processing of Protection and Indemnity (P&I) Insurance Blue Card for Nigerian Flag vessels for statutory

			P&I/Insurance Companies. 3. Valid copy of Nigerian Registry Certificate.	3. Generation and issuance of Debit Note/payment advise to Stakeholder. 4. Stakeholder makes payment then returns with receipt/proof of payment and the duly completed application form collected. 5. Report and recommendation to The Director's Office for further necessary actions viz; Production, Endorsement and issuance of Certificate to Stakeholder.			certification in line with relevant Non-Convention Vessel Regulations. NOTE: Incomplete documentation and poor compliance status report of vessel suspends SLA timelines until all required documents are received and compliance updates are made.
61.	Civil Liability for Wreck Removal for Non-Convention Vessels.	Every Nigerian Flag Ship of less than 300GT (as in 3 above).	1. Application Letter on the subject. 2. Original copy of the Protection & Indemnity (P&I) Blue Card from approved P&I Club or NIMASA Recognized P&I/Insurance Companies. 3. Valid copy of Nigerian Registry Certificate.	1. Submit Application for issuance of Civil Liability for Wreck Removal for Non-Convention Vessels. 2. Receipt and appraisal of Applications received with accompanying documents attached 3. Generation and issuance of Debit Note/payment advise to Stakeholder 4. Stakeholder makes payment then returns with receipt/proof of payment and the duly completed application form collected.	Application Review within 2 working days. Certificate Issue within 72 hours after compliance verification and payment.	Processing Fee (Fresh) - 01 – 299GT Processing Fee (Renewal): 01 – 299GT - ₦50,000.00 ₦100,000.00	This SLA covers flag-state related appraisal and processing of Protection and Indemnity (P&I) Insurance Blue Card for Nigerian Flag vessels for statutory certification in line with relevant Non-Convention Vessel Regulations. NOTE: Incomplete documentation and poor compliance status report of vessel suspends SLA

				5. Report and recommendation to The Director's Office for further necessary actions viz; Production, Endorsement and issuance of Certificate to Stakeholder.			timelines until all required documents are received and compliance updates are made.
62.	Energy Efficiency Index (EEXI) Compliance Certificate for All Self-Propelled Vessels 400GT and above.	For All Self-Propelled Vessels 400GT and above.	1. Application Letter on the subject. 2. Valid copy of Nigerian Registry Certificate. 3. Ship Particulars. 4. Most recent copy of Bunker Delivery Note BDN).	1. Submit Application for issuance of Energy Efficiency Index (EEXI) Compliance. 2. Receipt and appraisal of Applications received with accompanying documents attached (1-2hrs). 3. Generation and issuance of Debit Note/payment advise to Stakeholder (1-2hrs). 4. Stakeholder makes payment then returns with receipt/proof of payment and the duly completed application form collected (1 Day). 5. Report and recommendation to The Director's Office for further necessary actions viz; Production,	Application Review within 2 working days. Certificate Issue within 72 hours after compliance verification and payment.	Processing Fee: ₦600,000.00	This SLA covers flag-state related appraisal and processing of statutory EEXI certification in line with relevant Non-Convention Vessel Regulations. NOTE: Incomplete documentation and poor compliance status report of vessel suspends SLA timelines until all required documents are received and compliance updates are made.

				Endorsement and issuance of Certificate to Stakeholder (1-2hrs).			
63.	Nigerian Oil Pollution Prevention (NOPP) Certificate for Non-Convention Vessels	For Nigerian Flag Oil Tankers less than 150GT or other Ship less than 400GT above.	1. Application Letter on the subject. 2. Ship Particulars. 3. Valid Certificate of Registration for the Vessel. 4. Valid Certificate of Class recognized by NIMASA 5. Copy of Approved SOPEP Manual.	1. Submit Application for issuance of Nigerian Oil Pollution Prevention (NOPP) Certificate for Non-Convention Vessels. 2. Receipt and appraisal of Applications for issuance of Certificate received with accompanying documents attached. 3. Generation and issuance of Debit Note/payment advise to Stakeholder (1-2hrs). 4. Stakeholder makes payment then returns with receipt/proof of payment and the duly completed application form collected (1 Day). 5. Vessel Inspection is carried out. 6. Report and recommendation to The Director's Office for further necessary actions viz; Production, Endorsement and issuance of Certificate to Stakeholder (1-2hrs).	Application Review within 2 working days. Certificate Issue within 72 hours after compliance verification and payment.	Processing Fee: ₦500,000.00	This SLA covers flag-state related appraisal and processing of Nigerian Oil Pollution Prevention (NOPP) Certificate for Non-Convention vessels for statutory certification in line with relevant Non-Convention Vessel Regulations. NOTE: Incomplete documentation and poor compliance status report of vessel suspends SLA timelines until all required documents are received and compliance updates are made.

64.	International Oil Pollution Prevention (IOPP) Certificate Validity - 5 years.	For Nigerian Flag Oil Tankers of 150GT & above or other Ship of 400GT above Including FPSOs, FSU, FSOs, RIGS and MODUs.	1. Application Letter on the subject. 2. Ship Particulars. 3. Valid Certificate of Registration for the Vessel. 4. Valid Certificate of Class recognised by NIMASA 5. Copy of Approved SOPEP Manual	1. Submit Application for issuance of Authorization letters to vessel class for survey and issuance of International Oil Pollution Prevention (IOPP) Certificate. 2. Receipt and appraisal of Applications for processing and issuance of Authorization letters to vessel's Classification Society with required accompanying documents attached. 3. Generation and issuance of Debit Note/payment advise to Stakeholder. 4. Stakeholder makes payment and returns with receipt/proof of payment and the duly completed application form collected. 5. Report and recommendations to The Director's Office for further necessary actions viz; Production, Endorsement and issuance of Authorization Letters. 6. Stakeholder takes Authorization letter to	Application Review within 2 working days. Certificate Issue within 72 hours after compliance verification and payment.	Authorization Fee: Tankers 150GT & Above - ₦250,000.00 Others Vessels 400GT & Below - ₦150,000.00 401 – 1,000GT - ₦200,000.00 1001GT & Above - ₦250,000.00	This SLA covers flag-state related appraisal and processing of Authorizations letters to vessel classification society to survey and issue International Oil Pollution Prevention (IOPP) Certificate on behalf of the Agency in line with relevant relevant IMO conventions and MEM Regulations 2025. NOTE: Incomplete documentation and poor compliance status report of vessel suspends SLA timelines until all required documents are received and compliance updates are made.
-----	---	--	---	--	--	--	--

				the vessel class and class undertakes the survey and issuance of certificate and sends report to the Agency.			
65.	Ballast Water Management Exemption (BWME) Certificate. Validity - 1 Year.	For Vessels less than 400GT and or Cabotage Vessels not engaged in international voyages or Vessels not fitted with Ballast Water Treatment System Including FPSOs, FSU, FSOs, RIGS and MODUs.	1. Application Letter on the subject. 2. Valid copy of Nigerian Registry Certificate. 3. Certificate of Class 4. Cabotage Registration	1. Submit Application for issuance of Ballast Water Management Exemption (BWME). 2. Receipt and appraisal of Applications for processing and issuance of Exemption Certificates to Stakeholders with accompanying documents attached. 3. Generation and issuance of Debit Note/payment advise to Stakeholder. 4. Stakeholder makes payment and returns with receipt/proof of payment and the duly completed application form collected. 5. Vessel Inspection is carried out. 6. Report and recommendation to The Director's Office for further necessary actions viz; Production, Endorsement and:	Application Review within 3 working days. Certificate Issue within 72 hours after compliance verification and payment.	Exemption Fees: ₦600,000.00	This SLA covers flag-state related appraisal and processing of Ballast Water Management Exemption (BWME) Certificate in line with relevant IMO conventions and MEM Regulations 2025. NOTE: Incomplete documentation and poor compliance status report of vessel suspends SLA timelines until all required documents are received and compliance updates are made.

				issuance of Exemption Certificates.			
--	--	--	--	--	--	--	--

**The 21-day margin for processing of applications is to enable applicants' submission of all required documents, and the provision of the documents will lead to a drastic reduction of processing time*

ESCALATION/GRIEVANCE REDRESS MECHANISM

The SLA places a high priority on escalations to ensure that any unresolved service delivery issues are addressed promptly, transparently, and at the appropriate level of authority within the Agency. It provides a clear pathway for resolving complaints and service failures, minimizing delays in service delivery.

To ensure accountability at every stage of service delivery and protect stakeholder interests through timely intervention and corrective action, the Agency adopts principles to promote transparency, effective communication, and continuous stakeholder engagement.

Feedback shall be provided at every stage of the service delivery process to keep stakeholders informed and manage expectations. This approach aligns with the Agency's mandate to deliver efficient maritime regulatory services and Nigeria's obligations under international conventions such as SOLAS, MARPOL, STCW, and the MLC. It also supports the Presidential Enabling Business Environment Council (PEBEC)'s objective of improving the ease of doing business by ensuring predictable, transparent, and reliable service delivery.

GRIEVANCE REDRESS MECHANISM

The Agency encourages stakeholders to submit complaints, feedback, and suggestions to enable it identify service gaps and continuously improve service delivery. Complaints should be submitted in writing through any of the following channels:

- i. Email: info@nimasa.gov.ng
- ii. SERVICOM email: servicom@nimasa.gov.ng
- iii. PEBEC platform: ReportGov.ng
- iv. Telephone: 0201 630 9590
- v. By post: The Director General/CEO
Nigerian Maritime Administration and Safety Agency,
35 Adetokunbo Ademola Street, Victoria Island,
Lagos. NIGERIA.

Anonymous complaints may be considered where they are supported by credible evidence.

Upon receipt, all complaints shall be acknowledged, logged by the Agency's MSECC (Maritime Stakeholders' Experience Contact Centre), and assigned to the appropriate department for investigation. The investigation process shall commence immediately after acknowledgment.

Where a complaint cannot be resolved within the stipulated timeline, the complainant shall be informed of the reasons for the delay and provided with a revised timeline for resolution.

REVIEW

The service levels set out in this document shall be reviewed regularly to ensure that they remain effective, relevant, and aligned with national maritime regulations, international conventions, and evolving stakeholder

expectations. The Agency shall conduct formal reviews of this SLA to promote fairness, transparency, accountability, and continuous improvement in service delivery. The outcomes of such reviews shall be documented and communicated to all relevant stakeholders

This SLA shall be reviewed annually. Any amendment to its provisions shall require the written agreement of both parties.

APPROVAL/SIGN-OFF

This Service Level Agreement (SLA) of the Nigerian Maritime Administration and Safety Agency (NIMASA) has been reviewed and approved for implementation. It sets out the Agency's commitments to service standards, timelines, quality, and grievance redress mechanisms for all stakeholders.

I, as the Director General/Chief Executive Officer of the Nigerian Maritime Administration and Safety Agency (NIMASA), hereby approve and adopt this Service Level Agreement as the official framework for service delivery across the Agency, with effect from the date of my signature. I direct all members of staff to comply fully with its provisions in the discharge of their duties. The SLA shall be reviewed periodically to ensure its continued relevance and alignment with Federal Government policies, international best practices, and stakeholder expectations.

A handwritten signature in blue ink, appearing to read 'ACM', followed by a long horizontal line and a large, stylized loop at the end.

Dr. Dayo Mobereola
Director General / Chief Executive Officer