



**STEP 1:** Visit [www.nepc.gov.ng](http://www.nepc.gov.ng) and click on REGISTER ONLINE

**STEP 2:** Create a new account by filling in the fields and clicking Register

A screenshot of the NEPC website's registration and login interface. The page is divided into two main sections: 'CREATE AN ACCOUNT NOW TO START YOUR REGISTRATION PROCESS' on the left and 'LOGIN TO START YOUR SESSION' on the right. The registration section includes input fields for 'Full name', 'Email (Official company email address)', 'Password (Do not use your email password)', and 'Repeat above password', followed by a security code and captcha verification. The login section includes fields for 'Email' and 'Password (Do not use your email password)', a security code verification, and a captcha. A 'Sign In' button and a 'Forgot password?' link are also present. The NEPC logo is visible in the center of the registration section. At the bottom right, there is an 'Offline' indicator.

**STEP 3:** On the dashboard click on REGISTER A New Certificate

A screenshot of the NEPC dashboard. The top navigation bar is green and contains the NEPC logo, a menu icon, and the user's name 'just me'. The main content area is titled 'Dashboard' and features a prominent blue button with a white plus sign and the text 'REGISTER A New Certificate'. A dark sidebar on the left contains a 'MAIN NAVIGATION' menu with options: 'Dashboard', 'Certificate', 'Transactions Log', and 'Private Message'. At the bottom right, there is an 'Offline' indicator.

## STEP 4 : Fill in the details of the company

Transactions Log <

Private Message <

### COMPANY DETAILS

**ORGANIZATION/COMPANY NAME (\*)**  
Organization/Company Name

**NAME OF C.E.O (\*)**  
Name of C.E.O

**OFFICE ADDRESS (\*)**  
Office Address

**STATE (\*)** **LGA (\*)**  
Select State Select LGA

**EMAIL ADDRESS (\*)** **TELEPHONE NO. (\*)**  
Email Telephone No. e.g. +2348000000000

**FACTORY ADDRESS**  
Factory Address (optional)

**FACTORY STATE** **FACTORY LGA** Offline

Private Message <

### CORPORATE OVERVIEW

**TYPE OF COMPANY (\*)** **COMPANY OWNERSHIP (\*)**  
Select Type Of Company Select Company Ownership

**OWNERSHIP GENDER** **NUMBER OF EMPLOYEE'S (\*)**  
Select gender Select Number Of Employee's

**PROJECTED ANNUAL TURN-OVER (OPTIONAL)**  
Select(Naira)

### CURRENT DIRECTORS

**DIRECTOR NAMES (\*)** **DIRECTOR ADDRESS (\*)**  
Name Address

**DIRECTOR EMAIL** **DIRECTOR TELEPHONE NO.**  
Email Telephone No.

← Previous Next → Save as draft

Offline

## STEP 4 Cont : Choose the category of registration and upload the relevant documents

**CONTACT PERSON**

**FULL NAME (\*)**  **POSITION (\*)**

**ADDRESS (\*)**

**EMAIL ADDRESS (\*)**  **TELEPHONE NUMBER (\*)**

**UPLOAD DOCUMENTS (MAX SIZE PER DOCUMENT 100KB)**

Limited Liability Company  Co-operative Societies  Organization

**CERTIFICATE OF INCORPORATION (\*)**  No file chosen **CERTIFIED TRUE COPY OF MEMORANDUM AND ARTICLES OF ASSOCIATION (\*)**  No file chosen

**CURRENT CERTIFIED TRUE COPY OF FORM C07 (PARTICULARS OF DIRECTORS) (\*)**  No file chosen

Offline

## STEP 5: Choose Certificate delivery option pick up or Courier. N/B shipping cost an extra N2500

**EMAIL ADDRESS (\*)**  **TELEPHONE NUMBER (\*)**

**UPLOAD DOCUMENTS (MAX SIZE PER DOCUMENT 100KB)**

Limited Liability Company  Co-operative Societies  Organization

**CERTIFICATE OF INCORPORATION (\*)**  143265...7.jpg **CERTIFIED TRUE COPY OF MEMORANDUM AND ARTICLES OF ASSOCIATION (\*)**  1432658427.jpg

**CURRENT CERTIFIED TRUE COPY OF FORM C07 (PARTICULARS OF DIRECTORS) (\*)**  1432658427.jpg

**CERTIFICATE DELIVERY OPTIONS**

I will pick up my certificate  I want my certificate shipped to me

**Use courier if our listed offices are not in your state.**

Select our office closest to you

**STEP 6:** Click on Preview to review the information supplied in the form then click on Submit and proceed to payment

Company Ownership: Nigerian  
Ownership Gender: Female  
Number of Employee's: 1-10  
Annual Sales Value: 100,000-1,000,000  
Director Names: just me  
Director Address: just avenue  
Director Email:  
Director Telephone No.  
Exporter Category: Manufacturing  
Export Sector: Agricultural products  
Products: beans  
Rated Production Capacity: 2000  
Present Production Capacity: 1500  
Percentage of local raw materials: 100  
Percentage of imported materials: 0  
Contact Full Name: just me  
Contact Position: just me  
Contact Address: just avenue  
Contact Email Address: aaa@yahoo.com  
Contact Telephone No.: 4847589537  
Delivery Option: pickup

Submit & Proceed to payment

Close

**STEP 7:** An invoice is generated click on make payment

**Nigerian Export Promotion Council** Date: 02/04/2017

From: **Nigerian Export Promotion Council**  
Plot 424, Aguiyi Ironsi Street,  
Maitama, F.C.T Abuja  
Phone: +234(0)9 291 0966  
Email: enquiry@nepc.gov.ng

To: **just me Nig Ltd**  
27 dementia avenue  
Phone: 8035973423  
Email: just@aaa.com

Invoice #100000205  
Order ID: 100000205  
Payment Due: 02/04/2017

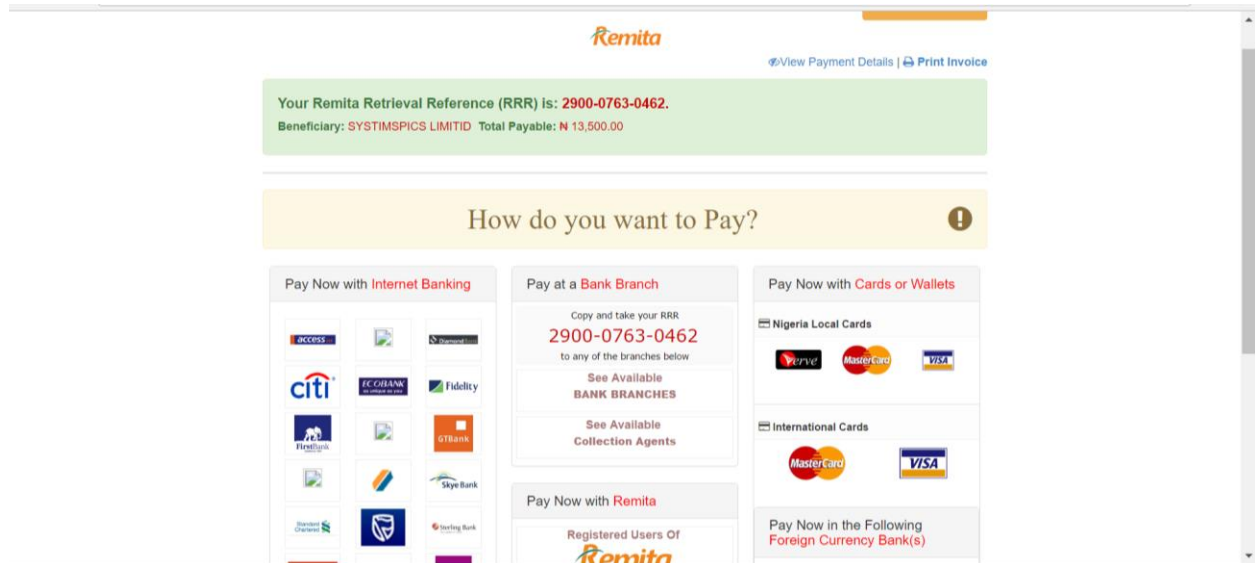
Qty	Description	Subtotal
1	just me Nig Ltd Certificate Registration	#11,000.00
2	Service Charge	#2,500.00

Payment Methods: Amount Due 02/04/2017

Payment Options: Powered by Remita

Subtotal: #13,500.00  
Total: #13,500.00

**STEP 8:** Copy down the remita retrieval reference and choose your preferred method of payment



The screenshot displays the Remita payment interface. At the top, the Remita logo is visible, along with links for 'View Payment Details' and 'Print Invoice'. A green box contains the Remita Retrieval Reference (RRR) as 2900-0763-0462 and the beneficiary as SYSTIMSPICS LIMITID, with a total payable of N 13,500.00. Below this, a yellow box asks 'How do you want to Pay?'. Three main payment options are presented: 'Pay Now with Internet Banking' (listing various banks like Access, Citi, Fidelity, etc.), 'Pay at a Bank Branch' (providing the RRR 2900-0763-0462 and instructions to visit branches or collection agents), and 'Pay Now with Cards or Wallets' (showing options for Nigeria Local Cards like PZ, MasterCard, Visa, and International Cards like MasterCard, Visa). A 'Pay Now with Remita' option is also visible, indicating it is for registered users.

**STEP 9:** your certificate will be processed as soon as you have made payment. You will receive an SMS and Email alert once your certificate is ready. This would normally take within 24 working hours.