



NIGER STATE COMMODITY AND EXPORT PROMOTION AGENCY

5&6, David Umaru Estate, Piggery Road, Off Shiroro Road, Minna, Niger State

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Office Hours: 8:00am – 4:00pm (Monday to Friday)

GUIDELINES FOR REGISTRATION AND CERTIFICATION OF COMMODITY STANDARDS AND VALUATION

In accordance with the Law: <https://nogp.nigerstate.gov.ng/storage/NIGER-STATE-COMMODITY-EXPORT-AND-PROMOTION-AGENCY-NSCEPA-LAW-2010.pdf>

1. Purpose

These guidelines provide a clear, step-by-step procedure for registering and certifying commodity standards and valuation. The aim is to ensure quality compliance for commodities intended for export and promote transparency, efficiency, and international trade best practices.

2. Scope

The guidelines apply to all businesses, exporters, cooperatives, and individuals involved in the production, processing, and export of commodities from Niger State.

1. Pre-Application Preparation

- Gather relevant documents, including:
 - Business registration certificate.
 - Proof of ownership or supply agreement for commodities.
 - Previous certifications (if applicable).
- Ensure the commodity complies with Nigerian and international quality standards.

2. Submission of Application for Registration

- Obtain and complete the **Commodity Registration Form (CRF-01)** from the NSCEPA office or official website <https://www.nscepa.nigerstate.gov.ng>
- Attach the following documents:
 - Applicant's Business Profile.
 - Detailed Product Specification.
 - Evidence of Payment of Registration Fees.

3. Payment of Registration Fees

- Pay the non-refundable registration fee at revenue desk of Niger State Commodity and Export Promotion Agency Block 5&6, David Umaru Estate, Piggery Road, Off Shiroro Road, Minna, Niger State or Niger State Board of Internal Revenue Account or visit www.nigerigr.com for electronic payment.
- Submit the payment receipt with the application form.

4. Initial Documentation Review

- NSCEPA reviews submitted documents for completeness and accuracy.
- Incomplete applications are returned with instructions for correction.

5. **Pre-Certification Inspection and Quality Assessment**
 - An inspection team visits the applicant's facility or warehouse to:
 - Verify the source of commodities.
 - Inspect handling, packaging, and labeling practices.
 - Samples may be taken for laboratory testing to assess quality.
6. **Commodity Valuation Process**
 - Commodities are evaluated based on:
 - **Market trends:** Local and international market prices.
 - **Quality grading:** Determined by laboratory analysis.
 - **Weight and quantity:** Certified measurements.
7. **Issuance of Provisional Certification**
 - If the commodity meets required standards, a **Provisional Certificate of Commodity Standards and Valuation** is issued.
 - Applicants are given guidelines for corrective actions if standards are not met.
8. **Final Certification of Commodity Standards and Valuation**
 - After successful compliance with any required improvements:
 - A **Certificate of Commodity Standards and Valuation** is issued.
 - This certificate includes:
 - Commodity type and grade.
 - Certified weight and valuation.
 - Export compliance statement.
9. **Renewal of Certification**
 - Certification must be renewed annually or as specified by NSCEPA regulations.
 - Renewal applications follow a similar process, with updated quality tests and valuation reviews.
10. **Appeals and Dispute Resolution**
 - Applicants may appeal certification decisions within 10 working days.
 - Appeals are reviewed by a Certification Review Committee.

Documentation and Record-Keeping

Applicants must maintain records of all certifications, inspection reports, and valuation documents for future reference and compliance audits. These guidelines promote quality assurance and enhance the competitiveness of Niger State's export commodities in global markets.

Signed:

Director General

Niger State Commodity and Export Promotion Agency

Block 5&6, David Umaru Estate, Piggery Road, Off Shiroro Road, Minna, Niger State.

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