NipeX New Registration Process

Important Information:

- **Refer to the New NipeX Product Code Booklet Vs DPR Permits Guide under Downloads tab of Services Menu of the NipeX portal home page. The Guide is to ensure appropriate/relevant DPR Permits are available before you commence registration**.

- **Maximum of 20 product codes is allowed during new or first registration.**

1. Log on to the NipeX website: www.nipex-ng.com
2. Click on 'Services' tab and select 'NJQS Registration'
3. Click 'No' if not registered
4. Complete the form and then click 'Submit'
5. Ensure you have all the mandatory documents to enable you proceed, tick all boxes then click 'Yes'
6. Select payment method: either – **Offline** or **Online** or **Payment already made (with Teller available)**
7. For '**Offline**' payment, an email will be received from NipeX to make payment
8. After payment has been made **(Refer to Note D i and D ii below)**, click on 'Continue' in the body of mail to proceed
9. Please enter all payment details:

(Refer to Note D ii below)

¨ Transaction Number is **NipeX payment receipt no. or Remita RRR**

¨ **Depositor's name is the Company's name only**. **Names of individuals will be rejected**

¨ Click 'Submit' **and forward teller/remita receipt to fsdept@nipex.com.ng with the subject: "Request for payment validation with Company Name in bracket"** **Example, Request for Payment Validation (ABC Limited).**

10. NipeX verifies payment with bank
11. An email would be received from NipeX confirming payment. Click on 'Click here' to continue the registration process
12. Provide additional details about the company and then click on 'Next'
13. Upload the mandatory documents. Click 'Save'
14. NipeX quality-checks documents for conformity/completeness
15. An email confirming successful document upload would be received. In the mail sent, there is the option to re-upload documents by clicking on 'Click here'
16. If documents are compliant, notification emails with **log in details** to access the full registration Questionnaire will be received later
17. Complete all sections of the questionnaire
18. On the declaration page, click on 'Confirm' button
19. Click on 'Submit' tab to forward completed questionnaire to NipeX

20. Your questionnaire will be quality checked and if these are no errors, the questionnaire will be approved.
21. Upon questionnaire approval, you will be scheduled for desktop audit after which you will be scheduled for onsite audit upon a successful desktop audit.

Note:

A. Please access the NipeX site preferably with Google chrome or Mozilla. Internet Explorer is not recommended for this site
B. Document for upload should only be 'PDF' and 'jpeg' files format
C. If there are issues with documents at the quality checking stage, an email will be received by the supplier on the status of the document with an option to re-upload the concerned documents.
D. NipeX payment is as follows:

i. HOW TO MAKE PAYMENT ON REMITA

Click on the link below to make payment
https://login.remita.net/remita/onepage/OAGFCRF/biller.spa

WHO DO YOU WANT TO PAY? * NATIONAL PETROLEUM INVESTMENT MANAGEMENT SERVICES (NAPIMS)

NAME OF SERVICE/PURPOSE * NATIONAL PETROLEUM INVESTMENT MANAGEMENT SERVICES FEES

DESCRIPTION * ENTER ONE OF THE FOLLOWING DEPENDING ON WHAT YOU ARE PAYING FOR
    1. NipeX JQS REGISTRATION FEE
    2. NipeX JQS RENEWAL FEE
    3. NipeX JQS PRODUCT CODE FEE
    4. NipeX JQS PENALTY FEE
    5. OTHER APPLICABLE FEES

AMOUNT TO PAY (₦) * ENTER THE APPROPRIATE AMOUNT
    1. NipeX JQS REGISTRATION FEE - ₦25,000.00
    2. NipeX JQS RENEWAL FEE - ₦20,000.00 PER YEAR
    3. NipeX JQS PRODUCT CODE FEE – ₦600,000.00
    4. NipeX JQS PENALTY FEE – ₦177,000.00
    5. OTHER APPLICABLE FEES

SELECT CURRENCY * NGN- NIGERIAN NAIRA

PAYER'S NAME * I.E THE COMPANY'S NAME (EXAMPLE: ABC LTD)

Note: names of individuals will not be accepted

PAYER PHONE * EXAMPLE +2347023456789

PAYER EMAIL * EXAMPLE info@abcltd.com

CONFIRM EMAIL * EXAMPLE info@abcltd.com

HOW DO YOU WANT TO PAY? * SELECT HOW YOU WANT TO PAY

1. **BANK BRANCH**
2. **ONLINE**
3.

Check the I am not a Robot (ReCAPTCHA Privacy Terms)

CLICK SUMBIT TO EITHER PRINT THE REMITA RECEIPT FOR PAYMENT AT A BANK BRANCH OR TO COMPLETE THE PROCESS ONLINE.

NB: Please forward the REMITA RECEIPT OF PAYMENT to <u>fsdept@nipex.com.ng</u> after payment for validation

ii. SUBMISSION OF PAYMENT DETAILS FOR VALIDATION

NipeX Account Number* (**Select Remita from the drop-down menu**)

Bank Name/Remita RRR Number* **(Enter the RRR Number)**

Depositors Name* **(Enter Company's name)**

Transaction Number * (**You may repeat RRR or NNPC receipt number if available**)

Amount* (**ACCEPTABLE FORMAT IS 20000 OR 25000. No special character**) **PLEASE EXCLUDE BANK CHARGES**

Date***(Use the Calendar dialogue box to display the payment date correctly)**