

# 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](http://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 'off-line' payment, an email will be received from NipeX to make payment
8. After payment has been made, click on 'Continue' in the body of mail to proceed
9. Please enter all payment details:

“ Transaction Number is ‘Deposit Slip No. or NipeX payment receipt no. or Remita RRR

“ Depositor’s name is the Company’s name

“ Click ‘Submit’ **and forward teller/remita receipt to [fs@nipex.com.ng](mailto:fs@nipex.com.ng) with the subject: “Request for payment validation”**

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:**

1. Please access the NipeX site preferably with Google chrome or Mozilla. Internet Explorer is not recommended for this site
2. Document for upload should only be 'PDF' and 'jpeg' files format
3. 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.
4. NipeX payment is as follows:

**Pay through [www.remita.net](http://www.remita.net) (when the website opens up)**

- (i) Click on pay a federal Government agency ( it will bring out a form for you )
- (ii) On NAME OF MDA: type National Petroleum Investment Management Services.
- (iii) On NAME OF SERVICES/PURPOSE: click on the box and a menu will drop click on National Petroleum Investment Management Services Fees.
- (iv) On DESCRIPTION: type the appropriate fee you are paying for:
  1. NJQS Registration fee N25,000
  2. NJQS Renewal fee N20,000
- (v) Then proceed to fill in your company name, email and telephone number
- (vi) Key in the character into the box (usually four) and click proceed to payment
- (vii) When this is done, another page will drop with your RRR code
- (viii) You will then print out the page and take to the bank to make your payment