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# NipeX New Registration Process

## *Important Information*

Refer to the New NipeX Product Code Booklet Vs NUPRC Permits Guide under the **Downloads** sub-tab of the **Services** tab on the NipeX portal homepage-

[New-NipeX-Product-Code-Booklet-Vs-NUPRC-Permits-Revised-and-Re-Issued-July-2017.pdf](#)

This guide directs you to secure the appropriate/relevant NUPRC Permits before you commence registration. A maximum of 20 product codes is allowed during the new registration.

## *Step-by-Step Registration Guide*

- 1. Log on to the NipeX Website**
  - Visit [www.nipex-ng.com](http://www.nipex-ng.com)
- 2. Access NJQS Registration**
  - Click on the **Services** tab.
  - Select **NJQS Registration** (<http://njqs.nipex-ng.com/njqs>).
  - Click **No** if you are not registered.
- 3. Complete the Registration Form**
  - Fill in the form and click **Submit**.
- 4. Prepare Mandatory Documents**
  - Ensure you have all the mandatory documents to proceed.
  - Tick all the boxes and click **Yes**.
- 5. Select Payment Method**
  - Choose one of the following:

- **Offline**
- **Online**
- **Payment already made** (with Teller available)

## 6. **Offline Payment Instructions**

- If you select **Offline**, you will receive an email from NipeX to make payment.
- After making the payment, click on **Continue** in the email to proceed.
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## 7. **Enter Payment Details**

- Enter the following details:
  - **Transaction Number:** NipeX payment receipt number or Remita RRR.
  - **Depositor's Name:** Company's name only (Names of individuals will be rejected).
- Click **Submit**.
- Forward the teller/Remita receipt to [customersupport@nipex.com.ng](mailto:customersupport@nipex.com.ng) and copy [fsdept@nipex.com.ng](mailto:fsdept@nipex.com.ng) with the subject: "Request for payment validation with [Company Name]" (e.g., Request for Payment Validation (ABC Limited)).

## 8. **Payment Verification**

- NipeX verifies the payment with Remita.
- You will receive an email from NipeX confirming the payment.
- Click on **Click here** to continue the registration process.

## 9. **Provide Additional Company Details**

- Fill in the additional details and click **Next**.

## 10. **Upload Mandatory Documents**

- Upload the mandatory documents and click **Submit**.
- NipeX will quality-check the documents for conformity/completeness.
- You will receive an email confirming the successful document upload with an option to re-upload documents if needed.

## 11. Receive Questionnaire Login Details

- If documents are compliant, you will receive notification emails with login details to access the full registration questionnaire.

## 12. Complete the Registration Questionnaire

- Complete all sections of the questionnaire.
- On the declaration page, click the **Confirm** button.
- Click on the **Submit** tab to forward the completed questionnaire to NipeX.
- Your questionnaire will be quality checked. If there are no errors, it will be approved.

## 13. Schedule Audits

- After your questionnaire is approved, a desktop audit will be scheduled. Upon completion of desktop audit, an onsite audit will follow.

### Notes

- **Browser Recommendation:** Recommended browsers - Google Chrome, Mozilla Firefox and Microsoft Edge.
- **Document Format:** Only PDF and JPEG file formats are acceptable.
- **Document Size:** Ensure each file size does not exceed 5mb
- **Quality Checking Issues:** If there are issues with documents at the quality checking stage, you will receive an email with an option to re-upload the documents concerned.

### NipeX Payment Process

#### 1. Visit the NipeX Website

- Go to [www.nipex-ng.com](http://www.nipex-ng.com) and access the **PAYMENTS** tab.

#### 2. Select Payment Option

- Click on the **Payments** menu/tab.
- Select the appropriate payment link: **NJQS New Registration Payment**(<https://login.remita.net/remita/onepage/13676910177/service.spa>).

#### 3. Fill in the REMITA Form

- **Company Name:** Enter your company's name (e.g., NipeX Nigeria Ltd).
- **Payer's Name:** Repeat your company's name.
- **Email Address:** Enter your company or payer's email address (e.g., fs@nipex.com.ng).
- **Telephone:** Enter the payer's phone number (e.g., +2348000012345).
- Click **Proceed** to go to the payment section.

**Note:** Individual email addresses and names will not be accepted.

### ***Payment Details***

Select one of the following options:

- **Card:** (Visa, MasterCard, etc.)
- **Bank Transfer**
- **USSD**
- **Bank Branch**
- **Other options**

### ***Confirm Payment***

- Confirm your payment to complete the process.
- Send a copy of the payment receipt to [customersupport@nipex.com.ng](mailto:customersupport@nipex.com.ng) and copy [fsdept@nipex.com.ng](mailto:fsdept@nipex.com.ng) to enable confirmation of your payment.