### **ONLINE LICENSE APPLICATION PROCESS**

BEFORE YOU CAN APPLY AN ONLINE LICENSE APPLICATION, YOU ARE REQUIRED TO REGISTER YOUR COMPANY FIRST ON ESERVICES

### I WANT TO REGISTER MY COMPANY

Step 1: Go to -> <a href="https://eservices.ncc.gov.ng">https://eservices.ncc.gov.ng</a>

Step 2: Click 'Create an Account'

Step 3: Fill in all details

Step 4: Submit

**Step 5:** You will be automatically signed in after successful registration.

#### TO SUBMIT AN ONLINE LICENSE APPLICATION

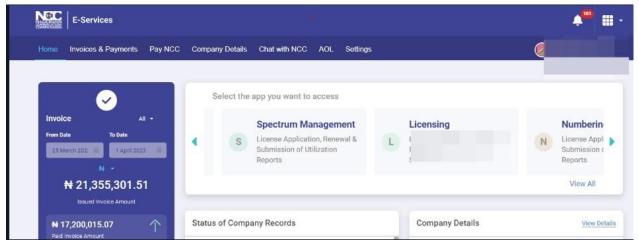
**Step 1:** Sign in using your login details

Step 2: On the homepage, select the application "License Application Management System"

**Step 3:** You will be redirected to the licensing portal

Step 4: Click on "Apply for New License"

Step 5: Select the license type and proceed



# CLASS LICENSE APPLICATION - Requirements you need to know before applying for a CLASS LICENSE

- 1. 1: Your company information must be up to date and you must have your current TCC record for the current year provided on the eservices portal.
- 2. You must provide your company ownership structure (Directors/Shareholders/Sole Proprietors/Company Secretary) on the eservices portal
- 3. You must provide Authorized Representative information, attaching a picture of the representative on the licensing portal.
- 4. You must upload all the required documents during the application process.
- 5. Payment of License fee is required before you can submit your application.

## INDIVIDUAL LICENSE APPLICATION - Requirements you need to know before applying for an INDIVIDUAL LICENSE

1. Your company information must be up to date on eservices and you must have your current TCC record for the current year provided on the eservices portal.

- 2. You must provide your company ownership structure (Directors/Shareholders/Company Secretary) on the eservices portal
- 3. You must provide Authorized Representative information, attaching a picture of the representative on the licensing portal.
- 4. You must upload all the required documents during the application process.
- 5. Payment of Administrative fee is required before you can submit your application.

NOTE: You update your company details on eservices portal as displayed below.

