



NADDCC
NATIONAL AUTOMOTIVE DESIGN
AND DEVELOPMENT COUNCIL

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New

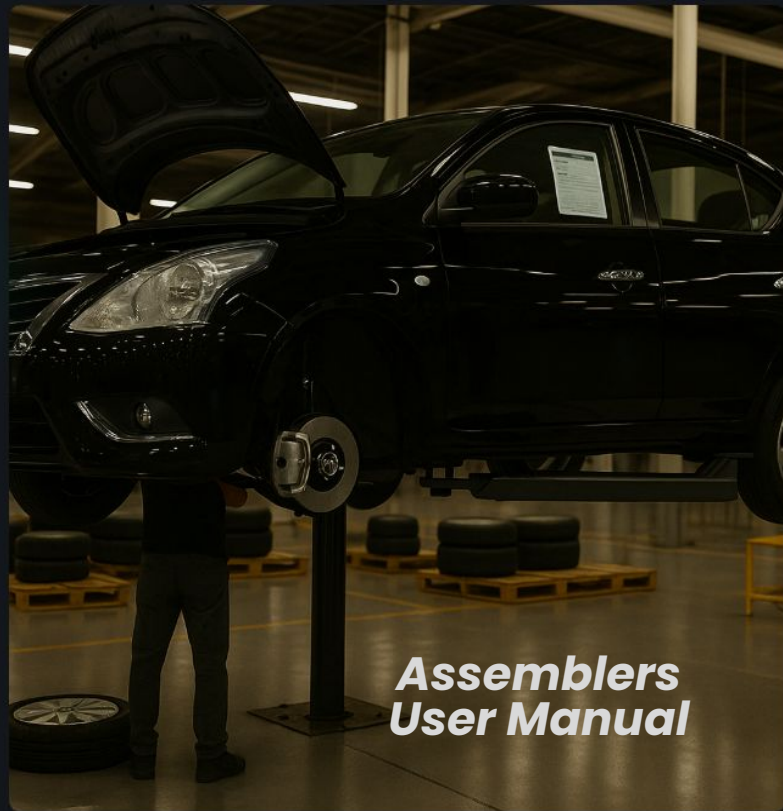


Faster, Smarter Licensing via the NARP Platform



The Digital Backbone of **Nigeria's** Automotive Ecosystem

The National Automotive Repository Portal (NARP) is the official platform for managing compliance, licensing, regulatory processes, and data for Nigeria's automotive sector.

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**Assemblers
User Manual**

The National Automotive Repository Portal (NARP) is the official platform for managing compliance, licensing, regulatory processes, and data for Nigeria's automotive sector.

Made-in-Nigeria Vehicles & Components:

NARP supports local manufacturing, assembly, and innovation through smart, centralised regulation.

Safety & Standards Across the Board

Enforce quality through licensing, factory inspections, and end-of-life vehicle (ELV) recycling regulations.

Green, Affordable Transport via CNG

Lead the national move to Compressed Natural Gas, establishing accredited conversion workshops, and developing occupational standards for safe adoption.

Data-Driven Growth & Policy Leadership

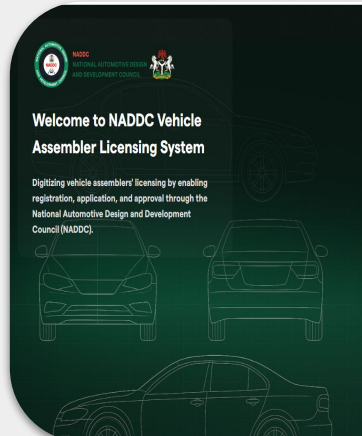
Supply real-time insights on demand/supply trends, pricing, capacity, and industry performance to inform policy, planning and stimulate investment

Account Creation/Sign-up

The Assembler creates their account by clicking on 'sign up' button and inputs the required details/information

The image displays three overlapping screenshots of the NADDCC Vehicle Assembler Licensing System interface. The top screenshot shows the main landing page with a dark blue header containing the NADDCC logo, navigation links (Solutions, FAQs, Help & Support, VM), and buttons for 'Get Started' and 'Sign In'. A banner below the header reads 'The Digital Backbone of Nigeria's Automotive Ecosystem' and describes the National Automotive Repository Portal (NARP) as the official platform for managing compliance, licensing, regulatory processes, and data for Nigeria's automotive sector. The middle screenshot shows a 'Welcome to NADDCC Vehicle Assembler Licensing System' page with a green background and car silhouettes. It explains that the system digitizes vehicle assembly licensing by enabling registration, application, and approval through the National Automotive Design and Development Council (NADDCC). It features a 'Get Started' section with a 'Sign up now and secure your vehicle assembly license today.' prompt, a 'Tax Identification Number*' input field (with example 'Eg: 0037449-0001'), a 'Validate TIN' button, a 'Create account' button, and a link for 'Already have an account? Log in'. The bottom screenshot shows a registration form with a light blue header displaying the TIN '179565643-0001' and a 'Change TIN' button. The form includes fields for 'Validated company' (CIG MOTORS COMPANY LIMITED, RC 1860908, 7 LISALU AVONRODE STREET, VICTORIA ISLAND), 'Contact info' (First name, Last name, Company Name, Email address), 'Password' (Create your password), and 'Confirm Password' (Re-enter your password). A checkbox for 'I agree to the Terms and Conditions' is present, followed by a 'Create account' button.

For account verification, the assemblers receive a verification **OTP code** in their email and then proceed to fill it out in the secure code field.



We've sent a 6-digit code to your email.

Enter it here to confirm your email and stay on track to get a vehicle assembly license.

SECURE CODE

6 1 2 - 6 8 5

Resend code in 0:33

Confirm

Get Started

Sign up now and secure your vehicle assembly license today.

First name*

John

Last name*

Doe

Company Name*

John Drew Autos

Email address*

johndoe@yopmail.com

Password*

Confirm Password*

☒ I agree to the [Terms and Conditions](#)

Create account



NARP Logo

Email Verification Code

Hello John Doe,

Thank you for registering with NARP. To complete your registration, please verify your email address using the verification code below:

612685

This verification code will expire in 15 minutes for security purposes.

The assembler completes the account creation process by inputting their company's information i.e the **Factory address, State, City, LGA, RC number, Contact persons phone number and uploads a copy of its original CAC Certificate**

Complete Your Profile 50%

- 1 Provide Company Information**
Add your details to unlock full access.
- 2 Upload CAC Document**
Upload your business registration certificate for verification.

ID John Drew Autos
johndoe@yopmail.com

Company Information
Add the required company details to continue.

Address of Factory*
E.g: Plot 0000, your street name

State*
Select state

City*
Select city

LGA*
Select LGA

RC Number*
E.g: 0000000000

Phone Number*
E.g: 0700 000 0000

Complete Your Profile 50%

- 1 Provide Company Information**
Add your details to unlock full access.
- 2 Upload CAC Document**
Upload your business registration certificate for verification.

ID John Drew Autos
johndoe@yopmail.com

Upload CAC Document
Provide your certificate of incorporation for verification.

Upload Certificate of Incorporation *

Click to upload or drag and drop
PNG, JPEG, PDF (max. 2.8 MB)

OR

Browse Files

Complete Your Profile 50%

- 1 Provide Company Information**
Add your details to unlock full access.
- 2 Upload CAC Document**
Upload your business registration certificate for verification.

ID John Drew Autos
johndoe@yopmail.com

You've successfully completed your profile.

Your account has been created successfully. You can now apply for licenses and complete your profile.

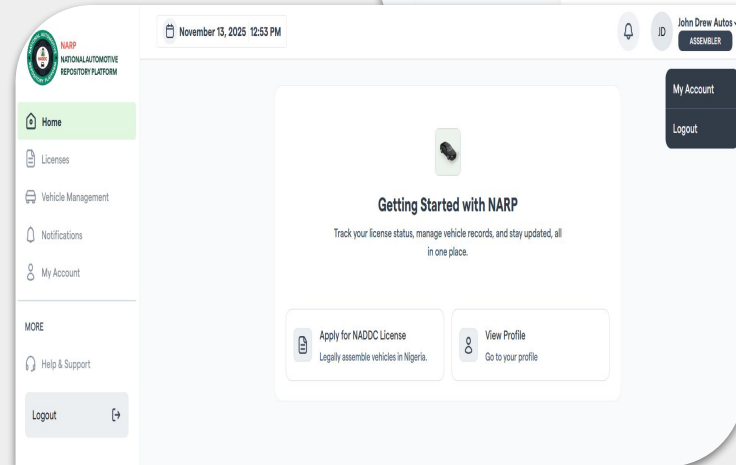
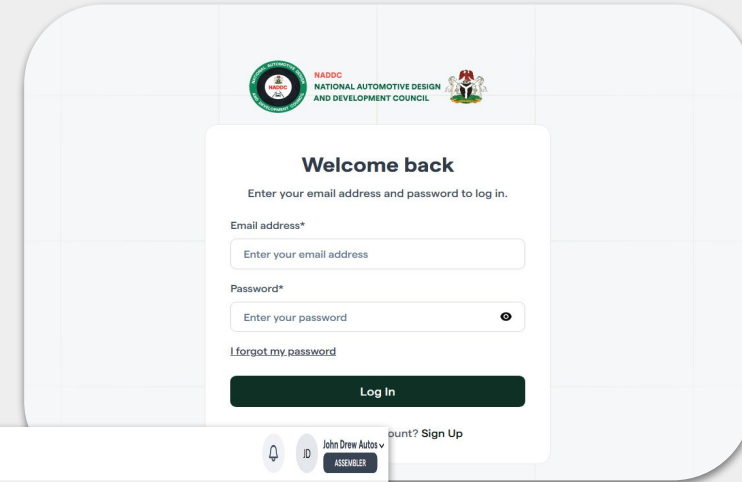
Continue



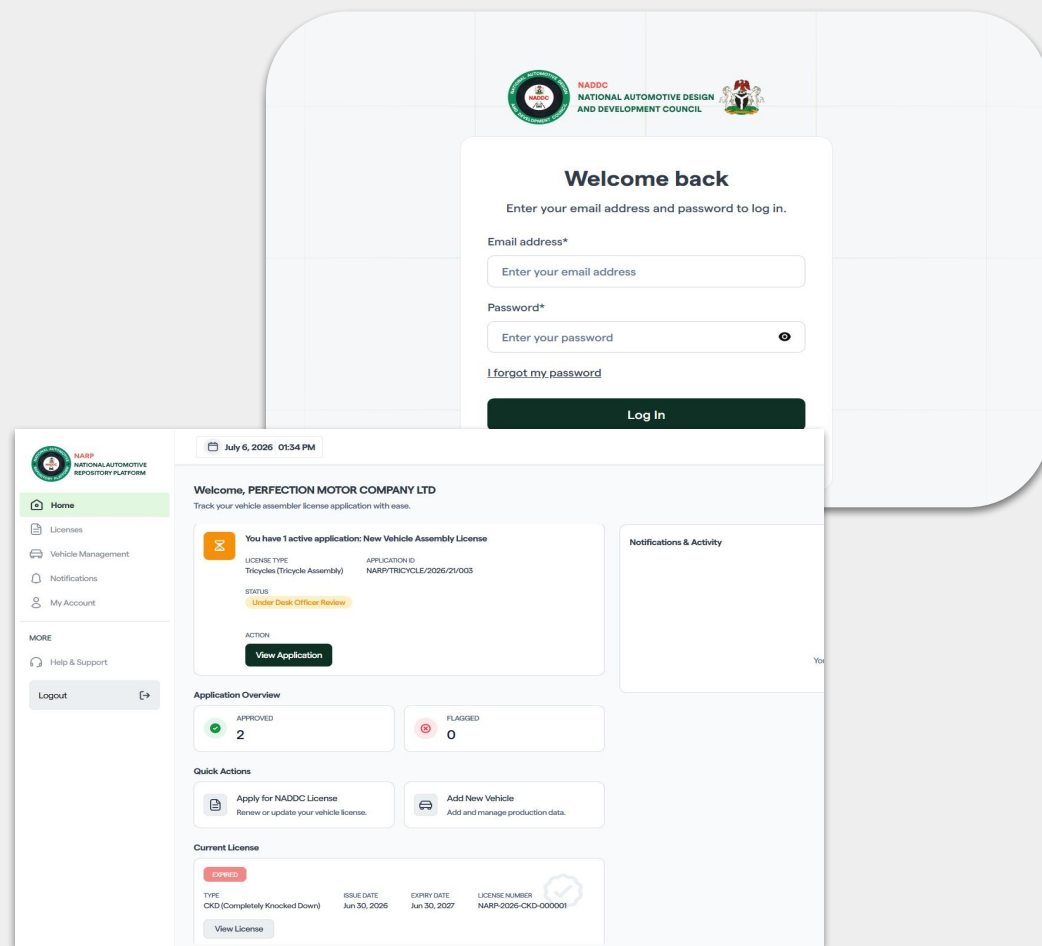
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After the user logs in and successfully completes an application, they can log out by clicking the **Logout button** on the left-bottom corner. Alternatively, the user can click the Profile icon, and a drop down menu will appear, from which they can proceed to log out.



Existing users can view their current valid licence after logging in. If the licence has expired, click the **“Revalidation”** button to begin the renewal process.



Assembler License Application

After a successful account creation the assembler is able to initiate a license application process by clicking the **“Apply for License”** button on **Licenses Tab**, where they are to select the Assembler license type (**CKD, SKD or Tricycle**)

The screenshot displays the NADDC National Automotive Design and Development Council website. The top navigation bar includes a logo, the acronym NADDC, and the full name. The main content area is titled "My Licenses" and features a sidebar with navigation links: Home, Licenses (highlighted), Vehicle Management, Notifications, and My Account. The "Licenses" section shows a status of "Approved" and a button labeled "Apply for a license". A modal window titled "Apply for License" is open, prompting the user to "Select license application type" and offering an option to "Apply for New License". Below this, a "License Application" section provides a step-by-step guide: 1. Update Company Information, 2. Add Product Lines, 3. Upload Required Documents, and 4. Make Payment. The bottom right of the image shows a "Company Information" form with fields for Address of Factory*, State*, City*, LGA*, RC Number*, Phone Number*, and License Type*.

Apply for License
Select license application type

Apply for New License
Select this if you're applying for the first time.

License Application
Track your vehicle assembler license application with ease.

- Update Company Information**
Provide or verify key business details relevant to vehicle assembly.
- Add Product Lines**
Capture the vehicle makes and models you intend to assemble.
- Upload Required Documents**
Submit all necessary certifications and supporting files.
- Make Payment**
Pay the applicable licensing fee to complete your application.

Company Information
These are pre-filled based on the information you provided during sign up.

Address of Factory*
Plot 250 Lagbaja Street,

State*
Oyo

City*
Ibadan

LGA*
Ibadan South West

RC Number*
8735462

Phone Number*
08038854251

License Type*
Select type

Assembler License Application

- The Assembler inputs their product lines and,
- Uploads more required company information/documents like; **Duly Endorsed Technical Agreement, TCC, PenCom, NSITF, Process flow, Equipment List etc.**

The collage displays five screenshots of the Assembler License Application web portal:

- License Application (Top Left):** Shows a progress bar with four steps: 1. Update Company Information, 2. Add Product Lines, 3. Upload Required Documents, and 4. Make Payment. The user is currently on step 2.
- Product Lines (Top Right):** A form titled 'Product Lines' where users can add vehicle makes and models. It includes a 'Saved product lines' section and an 'Add New Product Line' section with input fields for 'Make #1*', 'Model*', and 'Atto 3'.
- License Application (Bottom Left):** A detailed view of the 'License Application' page, showing the progress bar and a 'John Drew Autos' user profile.
- Product Lines (Bottom Middle):** A detailed view of the 'Product Lines' page, showing the 'Saved product lines' section and an 'Add new product line' button.
- Upload Required Documents (Bottom Right):** A form titled 'Upload Required Documents' where users can upload necessary certifications and supporting files. It includes a 'Documents to provide' section and a 'Select Document Type*' dropdown.

Assembler License Application

To finalize the application, the assembler clicks on the **“Pay Now”** button to proceed to make payment through the different online payment options

← Go Back

License Application

Track your vehicle assembler license application with ease.

- 1 Update Company Information**
Provide or verify key business details relevant to vehicle assembly.
- 2 Add Product Lines**
Capture the vehicle makes and models you intend to assemble.
- 3 Upload Required Documents**
Upload all necessary certifications and supporting files.

Upload Successful
WALLET CREATION.pdf
X Clear Upload

Select Document Type*

Select Document Type

Upload Successful
license.pdf
X Clear Upload

+ Add / Update Document

Continue

Finalize your application

You are required to pay a non-refundable fee of ₦5,000,000 to complete this application. Please review the details below. If you've already made the payment, upload your receipt to proceed.

Payment Summary

DESCRIPTION	AMOUNT
Base Application Fee	₦5,000,000
VAT (7.5%)	₦375,000
RRR	₦307,500.00
Total	₦5,375,000

Pay Now

revop

NATIONAL AUTOMOTIVE DESIGN DEVELOPMENT COUNCIL - NADDC

Bill number 8147063728122046	Payer name Abuja Autos
Payer phone number 0813301804	Payer email address abujaautos@gmail.com

Payment details

Product/Service Vehicle Assembler License Application Fee	Amount ₦5,375,000.00
--	-------------------------

Amount to be Paid
₦5,375,000.00

Please note that a service charge will be added to the bill amount.

Pay Now

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NADDC
NATIONAL AUTOMOTIVE DESIGN
AND DEVELOPMENT COUNCIL



Assembler License Application

- After payment is made the application is sent to the NADDC to conduct an initial review
- The assembling plant is then scheduled for inspection, and an inspection requirement checklist is provided to the assembler via email.
- Once the inspection is completed, the NADDC will conduct the final review. Following this, the application will be approved by the **Director-General** of NADDC, and the license will be issued.

The image displays a collage of screenshots from the NADDC (National Automotive Design and Development Council) online portal, illustrating the application process for a Bonafide Assembly Plant License (CKD).

The top screenshot shows the user's dashboard, "Welcome, John," indicating the application status as "APPROVED" (1) and "FLAGGED" (0). The dashboard includes a sidebar with navigation options like Home, Licenses, Vehicle Management, Notifications, and My Account. The main content area shows "Quick Actions" (Apply for NADDC License, Add New Vehicle) and "Current License" details (Valid until November 17, 2025).

The middle screenshot is a formal license document titled "BONAFIDE ASSEMBLY PLANT LICENSE (CKD)". It states: "This is to certify that JOHN DREW AUTOS has fulfilled all requirements according to NADDC ACT NO 83 of 2014, and NADDP 2023 provisions. Has been licensed for CKD Assembly Plant". The license is issued on December 3, 2025, and expires on December 3, 2026. It is signed by the DG/CEO and the Director of the Public Procurement Service (PPS).

The bottom screenshot shows an email notification titled "Application Approved!" from NADDC, dated Wednesday, December 3, 2025. The email congratulates John Doe on the approval of his application (NADDP/CKD/2025/37/001) and provides application details: Reference: NADDP/CKD/2025/37/001, Company: John Drew Autos, License Type: cld, and Current Status: Application Approved. A "View Application" button is provided.

Vehicle Management(Single Upload)

Assemblers can efficiently upload single vehicle records using the **Vehicle Management Module** by following these steps:

1. **Select the Single Vehicle Upload option.**
2. **Enter the required vehicle information** into the data field which includes:
 - Vehicle Type
 - Make
 - Model
 - Year
 - VIN (Vehicle Identification Number)
3. The assembler can **preview the uploaded vehicle records** to ensure accuracy.
4. Click **“Complete”** to finalize and save the information.

The screenshots illustrate the following steps in the NADDC Vehicle Management system:

- Vehicle Management Dashboard:** Shows the 'Add New Vehicle' button and a search bar for vehicle models or VINs.
- Assembly type:** A modal window where the user selects the assembly method. The 'CKD (Completely Knocked Down)' option is highlighted, described as 'Fully disassembled vehicle parts.'
- Select Upload Option:** A modal window where the user chooses the upload method. The 'Single Vehicle Upload' option is highlighted, described as 'Manually add details for one vehicle at a time.'
- Add New Vehicle - Step 1:** A form titled 'Add Vehicle Information' where the user provides core data: Type, model, VIN, and year of manufacture. Fields include 'Vehicle Type*', 'Make*', 'Model*', 'Year of Manufacture*', and 'Vehicle Identification Number*'. A 'Go Back' button is at the top left.
- Vehicle Information Preview:** A preview of the entered data, showing fields like 'Vehicle Type*', 'Make*', 'Model*', 'Year of Manufacture*', and 'Vehicle Identification Number*'. A 'Continue' button is at the bottom right.
- 1 Vehicle Added Table:** A table showing the successfully uploaded vehicle record.

MAKE	MODEL	YEAR	VIN	DATE SUBMITTED
BYD	ATTO 3	2025	KNDK242007056454	December 8, 2025

Vehicle Management (Bulk Upload)

To upload multiple vehicle records using the **Vehicle Management Module** by following these steps:

1. **Select the Bulk Vehicle Upload option.**
2. A prompt will appear to download a sample **CSV file**. Download and open the file.
3. **Enter the required vehicle information** into the CSV file, including:
 - Vehicle Type
 - Make
 - Model
 - Year
 - VIN (Vehicle Identification Number)
4. Once the file is completed, **upload the CSV file** back into the system.
5. The assembler can **preview the uploaded vehicle records** to ensure accuracy.
6. Click **"Complete"** to finalize and save the information.

Bulk Vehicle Upload

Upload multiple vehicles at once by using our CSV template.

1. Upload CSV document
Download CSV template, fill in vehicle details and upload.

2. Download CSV template
Get NADDC's ready-to-use CSV file with the correct format to fill in your vehicle details.

3. Upload document
Upload the completed CSV file with your vehicle information to continue.

Confirm Bulk Upload
You are about to upload 8 vehicles into the system. Please confirm to proceed.

Preview Uploaded Vehicles
File uploaded successfully. Here's a preview of your data.

TYPE	MAKE	MODEL	YEAR	VIN
SUV	BYD	Atto 3	2025	4S4BR8FC3B1446373
SUV	BYD	Atto 3	2025	SALSK2D4XD4786600
SUV	BYD	Atto 3	2025	IMCW2BL7C014229
SUV	BYD	Atto 3	2025	3G2B12F85S155633
SUV	BYD	Seal	2025	1GNDT13372240695
SUV	BYD	Seal	2025	3B7HC13221G193162
SUV	BYD	Seal	2025	1GBHC24J6T6180038
SUV	BYD	Seal	2025	2N1A66APCL633019

Vehicle Management

9 Vehicles Added

MAKE	MODEL	YEAR	VIN	DATE SUBMITTED
CHANGAN	UNI-K	2025	2N1A66APCL633019	December 8, 2025
CHANGAN	UNI-K	2025	1GNDT13372240695	December 8, 2025
CHANGAN	UNI-K	2025	3B7HC13221G193162	December 8, 2025
CHANGAN	UNI-K	2025	1GBHC24J6T6180038	December 8, 2025
CHANGAN	UNI-K	2025	3G2B12F85S155633	December 8, 2025
BYD	ATTO 3	2025	4S4BR8FC3B1446373	December 8, 2025
BYD	ATTO 3	2025	SALSK2D4XD4786600	December 8, 2025

Assembler Account Profile

After successfully creating an account, the user clicks “**My Account**” Tab to upload their company logo as the profile picture

The screenshots illustrate the NADDc Assembler Account Profile interface. The top-left screenshot shows the 'Profile' section with fields for Name, Email, and Phone Number. The top-right screenshot shows the 'Company Information' section with fields for Company Name, Company Logo, Company Registration Number, Company Address, and City. The bottom-left screenshot shows the 'Account Settings' section with fields for Login Email, Set New Password, and Confirm Password. The bottom-right screenshot shows the 'Documents' section with a field for Certificate of Incorporation.pdf.

Profile
Manage your personal and company details.

Company Information
Update company information here.

Account Settings
Update login email and password here.

Documents
Update registration documents here.