



# **NATIONAL VEHICLE REGISTRY [VREG]**

## **PORTAL AGENT GUIDE**

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# 1 VREG OVERVIEW

## 1.1 What is VREG?

The National Vehicle Registry is the centralized database for all vehicles in Nigeria using their unique Vehicle Identification Numbers (VIN). This registry stores detailed vehicular information such as specifications, ownership, and history of each vehicle in Nigeria.

## 1.2 Why do we need VREG?

The Federal Ministry of Finance created VREG as a solution to the menaces of customs duty evasion, vehicle theft, vehicle-related crimes, ineffective vehicle insurance coverage, among others owing to the absence of a centralized nationwide vehicular information system.

## 1.3 How do I access VREG?

All vehicle owners in the country are required to register their vehicle using their vehicle identification number on the VREG portal. This portal is accessible via [www.vreg.gov.ng](http://www.vreg.gov.ng) . Additional resources on navigating the portal, vehicle registration and more are available on the VREG YouTube channel.

The VREG platform is connected to multiple global VIN databases and vehicle history repositories for the robust curation and storage of vehicular data of all vehicles entering into the country.

By virtue of VREG's connection to multiple stakeholders such as NCS, NAICOM, VIO, CBN, & FRSC; VREG is able to provide duty payment validation, vehicle ownership documentation, vehicle insurance validation, asset assessment for the moveable asset registry, and vehicle history reporting.

Once on the portal, proceed to a VREG account is required to utilize VREG functionality.



Federal Ministry of Finance,  
Budget and National Planning

Register

Login

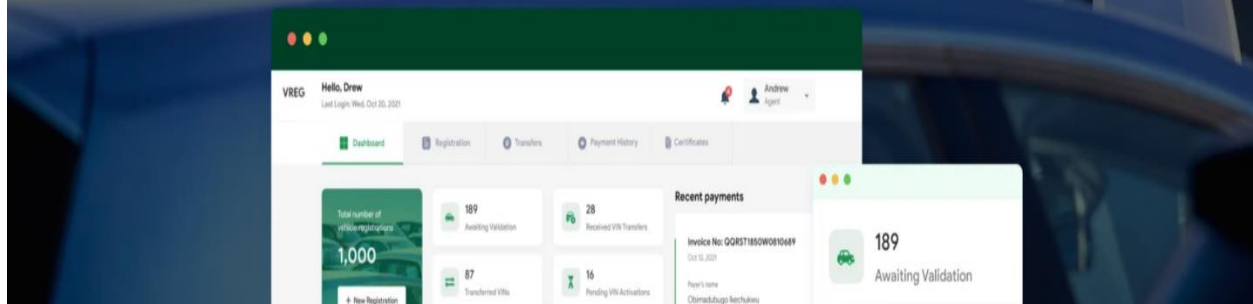
## The simplest way to register your vehicles in Nigeria

Your portal for fast and easy verification process of imported  
cars (new & fairly used) in Nigeria.

Get Started

If you need any help, call support:

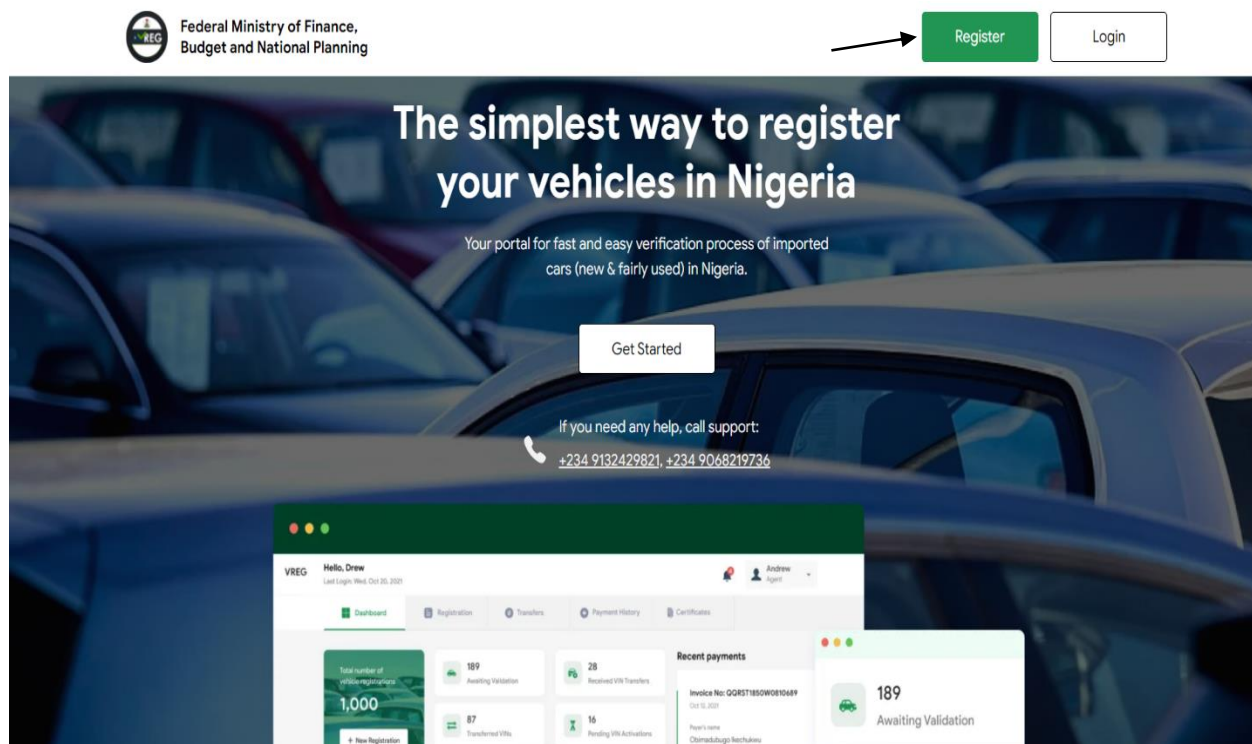
+234 9132429821, +234 9068219736



## 2 VREG ACCOUNT SETUP


### 2.1 Creating an account

In order to utilize the VREG features via the portal, a user account must first be created. This is done by simply clicking on the “Register” button on the landing page which will display a registration form. Intending users are to select the corresponding user type from Agent, Individual, or Company and proceed to fill out the required details. Upon completion of registration, a confirmation email is sent to the provided email after which the user will be required to log in with the new login credentials.



### 2.1.1 Agent

To create a licensed Nigeria Customs agent account on the VREG portal, the unique Agent I.D is required before proceeding with the rest of the required details.

 Federal Ministry of Finance,  
Budget and National Planning

Login


### Create VREG Account

You can only create an agent account for now.

☒ Agent Account

☐ Individual Account

☐ Company Account


 What do these account types mean?

Continue

### Agent ID Verification

Provide Agent ID (Declarant Code) to continue with registration.

Agent ID



Submit

Cancel

### Agent Details

Enter agent details to create account

Agent Name

Agent ID (Declarant Code)

Address

State

Mobile Number

Email Address

Agency TIN

Password

Confirm Password

✓ Uppercase letter

✓ Number

✓ Lowercase letter

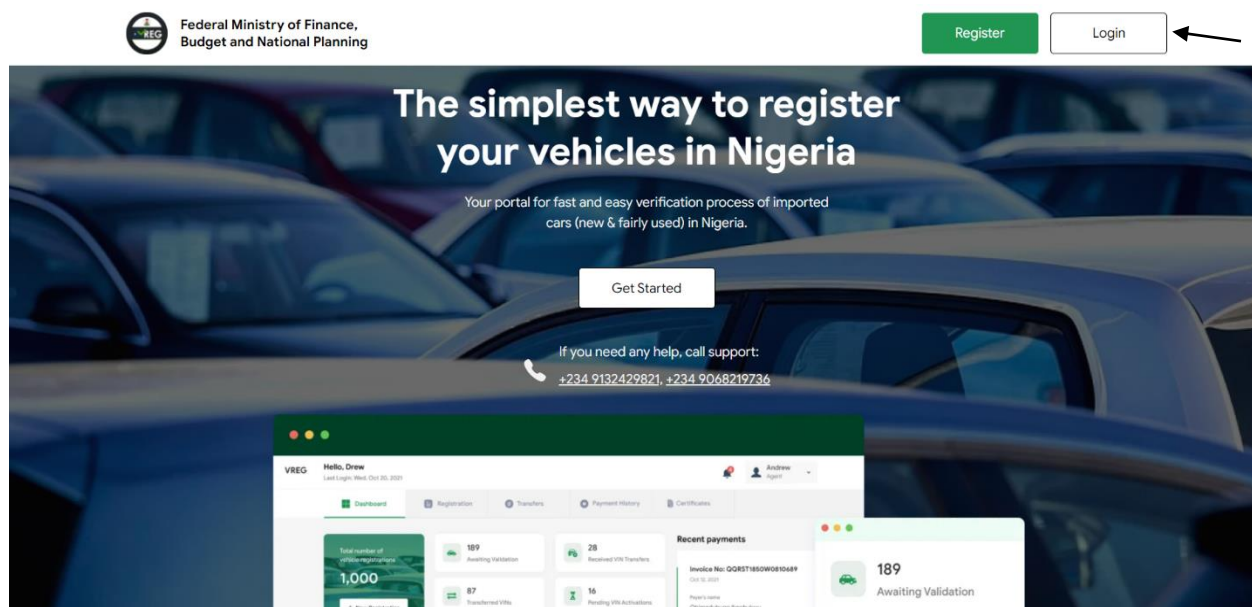
✓ Special character

✓ Passwords match

[Continue](#)

## 2.2 Logging In

To login, click on the “Login” button on the landing page. This will prompt the input of the email with which the account was created and the user password.



**Agent, welcome back**  
Kindly provide your email address and password


Email Address

Enter your password

Log in


Forgot password?

Sign up





## 2.3 Logging Out

On the top right corner of the dashboard, a click on the icon containing user initials will provide a drop-down containing “Dashboard” and “Logout” buttons. Click on “Logout” to log out.



Hello, SAKAY & COMPANY NIGERIA LIMITED  
March 11th, 2022



 SAKA...ITED  
agent

Registrations

Payments

Certificates

Category

Pending VIN Validations >


Pending VIN Registrations >

Declined VIN Validations >

+ New Registration

Pending VIN Validations

Filter



This Table Is Empty.  
There's no data currently available for this query

Log Out



## 2.4 Password reset

In the event that a user has forgotten their password. On the “Login” page, click the “Forgot Password” to prompt the input of the email address used in registration. A password recovery link will be sent to this email address enabling the user to reset the password.

### Agent, welcome back

Kindly provide your email address and password

Email Address

Enter your password

Log in

Forgot password? 

Sign up



### Recover Password

Enter your email address

Email Address

Send Password reset link

Sign up

## 3 NAVIGATING THE VREG PORTAL

### 3.1 Dashboard

The dashboard is populated with interactive counters for Registrations with is categorized by (Pending VIN Validations, Pending VIN Registrations and Decline VIN Validations), Payments and Certificates (Active Certificate). Additionally, it provides a summary of a users' most recent applications.

The image displays two screenshots of the VREG Portal Dashboard. The top screenshot is for SAKAY & COMPANY NIGERIA LIMITED, and the bottom screenshot is for DOREAD SERVICES LIMITED. Both dashboards show a header with the user's name, date, and a dropdown menu. Below the header is a navigation bar with tabs for Registrations, Payments, and Certificates. The main content area is divided into two sections: Category and Pending VIN Validations/Pending VIN Registrations. The Category section includes links for Pending VIN Validations, Pending VIN Registrations, and Declined VIN Validations, along with a '+ New Registration' button. The Pending VIN Validations/Pending VIN Registrations section includes a search bar, a filter button, and a list of applications. Each application entry shows a VIN, importer, brand, model, year, condition, and status (Pending or Unpaid). A 'Initiate Payment' button is visible next to the 'Unpaid' status.

**Top Dashboard: SAKAY & COMPANY NIGERIA LIMITED**

Header: Hello, SAKAY & COMPANY NIGERIA LIMITED, March 14th, 2022, SAKA...ITED agent

Navigation: Registrations, Payments, Certificates

**Category**

- Pending VIN Validations >
- Pending VIN Registrations >
- Declined VIN Validations >
- + New Registration

**Pending VIN Validations**

Search: Search .... Filter

VIN	Importer	Brand	Model	Year	Condition	Status
V1NGHYWZZTMNDJ	LIVING COLDSTONE INVESTMENTS LIMITED	Brand MITSUBISHI	Model Lancer	Year 2007	Condition New	Pending

**Bottom Dashboard: DOREAD SERVICES LIMITED**

Header: Hello, DOREAD SERVICES LIMITED, March 14th, 2022, DORE...ITED agent

Navigation: Registrations, Payments, Certificates

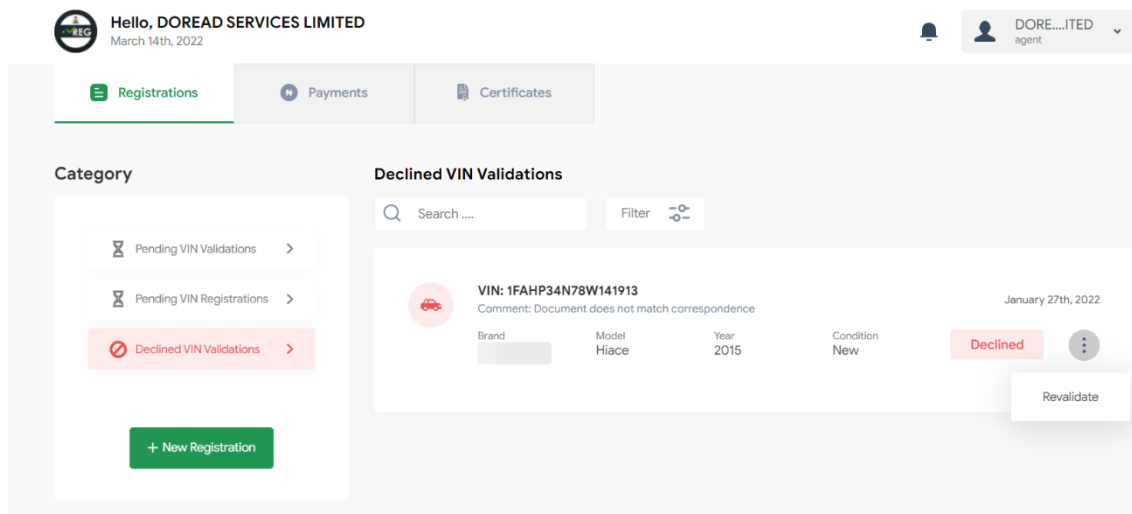
**Category**

- Pending VIN Validations >
- Pending VIN Registrations >
- Declined VIN Validations >
- + New Registration

**Pending VIN Registrations**

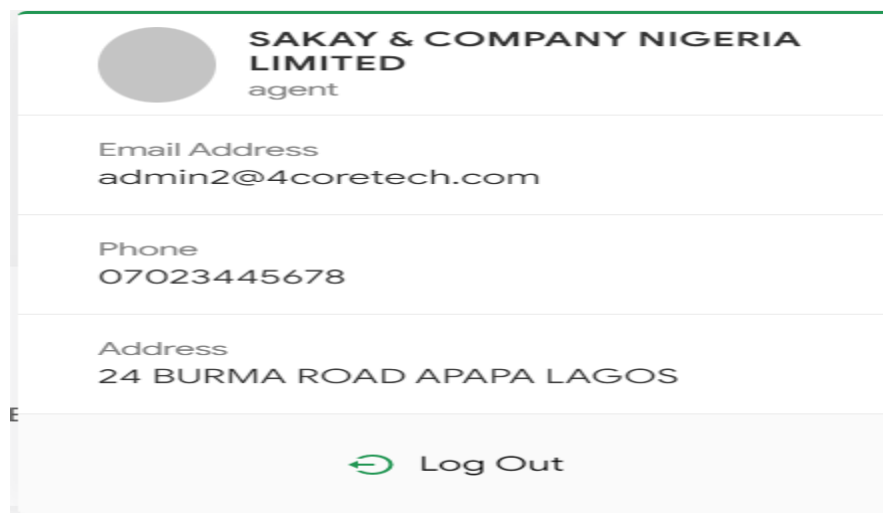
Search: Search .... Filter

Invoice No.	Number of Vehicles	Amount	Mode	Importer	Status	Date
1000248971	1	NGN 8,466	Registration	LIVI...ITED	Unpaid	March 10th, 2022
1000248936	1	NGN 8,466	Registration	LIVI...ITED	Unpaid	March 4th, 2022
1000248935	1	NGN 6,466	Registration	LIVI...ITED	Unpaid	March 4th, 2022



### 3.2 User Profile

The user profile is accessible by clicking the “View Profile” button on the left-hand panel of the user page. This profile contains basic user information including the user Name, email, address, and phone number. These details can be edited by clicking the edit icon.



### 3.3 Payments

The Payments feature provides the user with payment history reporting. This accounts for all registrations, and unpaid registrations of the user.

The screenshot shows the 'Payments' tab selected in the dashboard. The header includes the company name, date (March 11th, 2022), and user profile (SAKA...ITED agent). The 'Payments' tab is active, showing a 'Payment History' section with a search bar and filter icon. Below this, a table titled 'Paid Invoices' displays three entries:

Invoice Number / Payment Date	Amount	Invoice Date	Mode	Payment Status	Actions
1000248973 March 10th, 2022	NGN 6,466	March 10th, 2022	Registration	Paid	⋮
1000248967 March 10th, 2022	NGN 4,466	March 10th, 2022	Registration	Paid	⋮
1000248945 March 4th, 2022	NGN 8,466	March 4th, 2022	Registration	Paid	⋮

### 3.4 Certificates

The “Certificates” tab allows users to seamlessly view all certificates belonging to them in a single window.

The screenshot shows the 'Certificates' tab selected in the dashboard. The header includes the company name, date (March 14th, 2022), and user profile (SAKA...ITED agent). The 'Certificates' tab is active, showing a search bar and filter icon. Below this, a table titled 'Active Certificates' displays five entries:

Date	Certificate No.	Invoice Number (#)	VIN	Actions
March 10th, 2022	V7936-100322-021-M28	1000248973	4M2CU81198KJ95565	⋮
March 10th, 2022	V1392-100322-021-FDS	1000248967	1FDKE37H8SHB70985	View Certificate
March 10th, 2022	V2973-100322-016-G27	1000248941	1G2ZG58N974212077	⋮
March 10th, 2022	V6899-100322-016-FMC	1000248941	1FMHK7D97CGA11826	⋮
March 10th, 2022	V7107-100322-016-B33	1000248941	4B3AG52H73E181010	⋮

## 4 VIN REGISTRATION

VIN registration is the enrolment of a VIN on the National Vehicle Registry (VREG) using the unique 17-digit Vehicle Identification Number. This registration is carried out in the following steps:

### 4.1 Registering a single VIN

To register a single VIN, the user clicks the “Add a Single VIN” button. This will generate a prompt to input the 17-digit Vehicle identification Number and Vehicle HS code (or selects from the drop-down).

The screenshot displays the VREG portal interface. At the top, the header includes the VREG logo, the text "Hello, SAKAY & COMPANY NIGERIA LIMITED" with the date "March 11th, 2022", a notification bell, and a user profile for "SAKA.....ITED agent". Below the header is a navigation bar with three tabs: "Registrations" (active), "Payments", and "Certificates". The main content area is titled "Select upload option" with the instruction "Add a single VIN or upload an excel document containing a list of multiple VINs that you want to register". Two buttons are shown: "Add a single VIN" (highlighted with a black arrow) and "Upload an Excel document". Below this, the "Add Single VIN" section prompts the user to "Enter the Vehicle HS Code and VIN". It features a dropdown menu for "Vehicle HS Code" with the placeholder "Select Vehicle HS Code", a text input field for "VIN" with the placeholder "Enter VIN", and a green "Continue" button.

## 4.2 Registering multiple VINs

To register multiple VINs, the user first downloads the sample excel sheet by clicking the “Download sample excel file” button.

The image shows two screenshots of a web application interface for VIN registration.

**Top Screenshot: Select upload option**

The header shows a logo with 'REG', the text 'Hello, SAKAY & COMPANY NIGERIA LIMITED', the date 'March 11th, 2022', a notification bell, and a user profile 'SAKA.....ITED agent'.

The navigation bar has three tabs: 'Registrations' (active), 'Payments', and 'Certificates'.

The main content area is titled 'Select upload option' with the instruction: 'Add a single VIN or upload an excel document containing a list of multiple VINs that you want to register'.

There are two buttons: 'Add a single VIN' and 'Upload an Excel document'. An arrow points to the 'Upload an Excel document' button.

**Bottom Screenshot: Upload Excel Document**

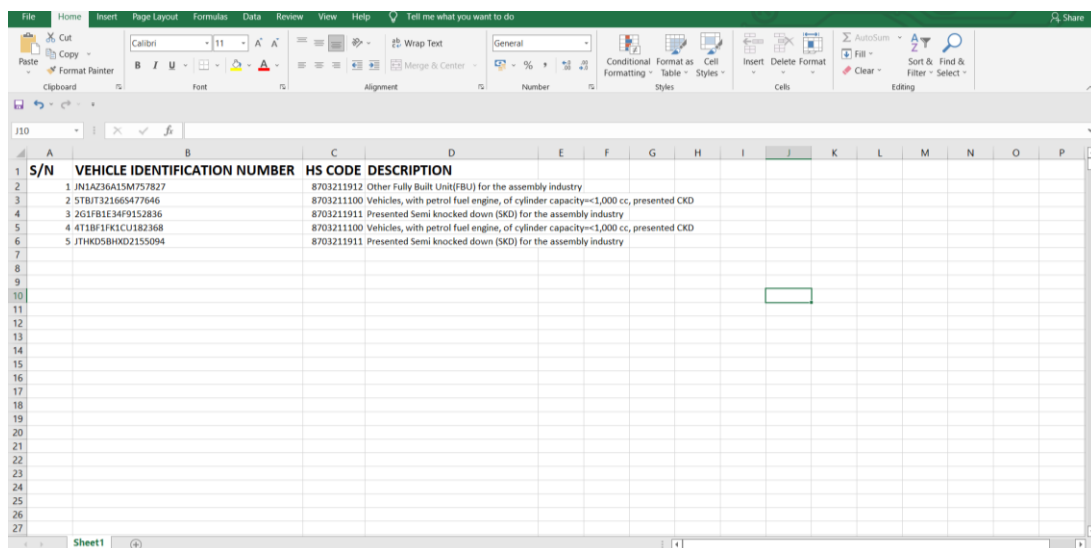
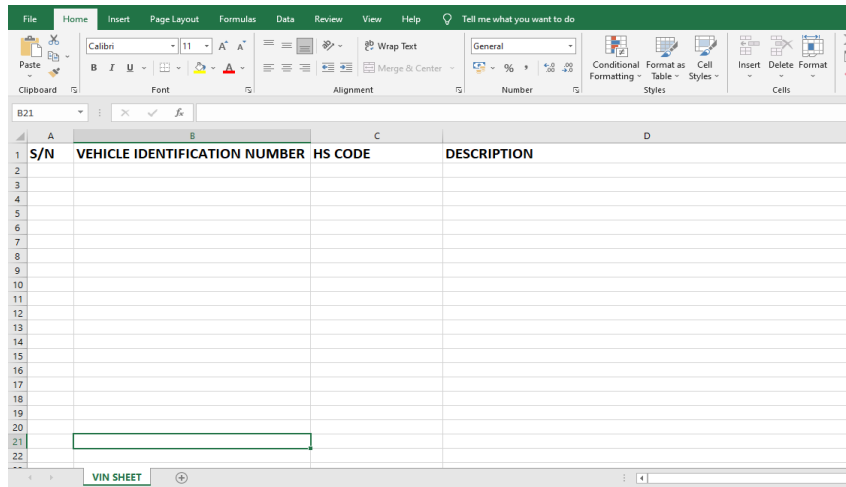
The header is the same as the top screenshot.

The main content area is titled 'Upload Excel Document' with the instruction: 'Provide excel file containing list of vehicle identification numbers.'.

There is a link 'Download Sample Excel Document' with an arrow pointing to it.

Below the link is a dashed box containing the text 'Click or drag to attach file' with a small upload icon.

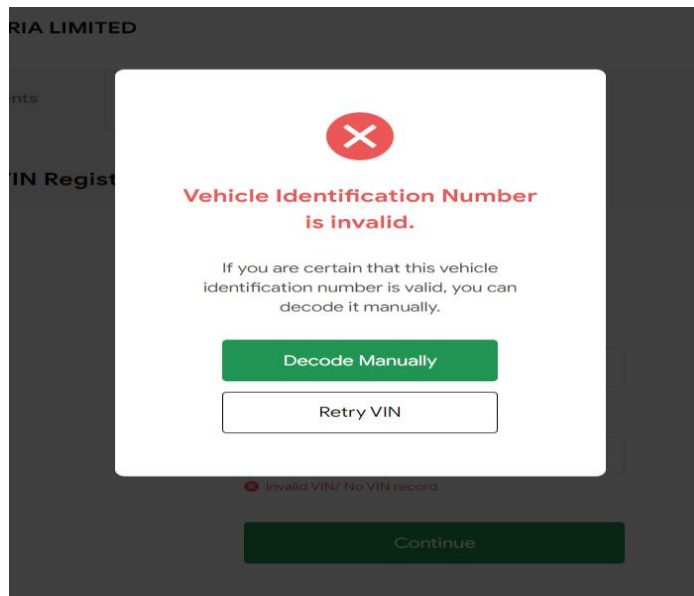
At the bottom is a green 'Continue' button.



After filling out the excel sheet, the user then uploads the sheet containing these VINs by clicking “Click to upload excel” button.

### 4.3 Manually Decoding VINs

For VINs that are not automatically decoded, after the second attempt at automatically decoding the VIN, the agent is prompted to proceed with manual decoding by clicking “Decode Manually”.



This prompts the agent to manually input the following details of the vehicle to be imported:

- i. Originating Country
- ii. Make
- iii. Model
- iv. Year
- v. Supporting Document; clearly scanned pdf, jpg preferable (Bill of Lading)





trations

Payments

Certificates

### Details of vehicle

Enter details of the vehicle(s) you are trying to ship

Where is your vehicle shipping from?

Asia

Brand of Vehicle

NISSAN

Year

2008

Model

Select after choosing Brand & Yea

Continue

After submitting this required information, it is sent in for verification and the agent may proceed with the other VINs that have been automatically decoded or returns to his dashboard while awaiting confirmation of verification via email.

#### 4.4 Confirmation

The confirmation of the Vehicle registration follows the successful inputting of valid VINs. The first confirmation page is a summary of the valid VINs with the option to add more VINs.

**Hello, SAKAY & COMPANY NIGERIA LIMITED**  
March 14th, 2022

Registrations Payments Certificates

Go Back VIN Registration

### Added VINs

The following VINs have been validated. You can add more VINs to this list before you proceed

- 2G1WF5EK1B1249939
- 1N4AL3APXFC101228
- 1NXBR12E6YZ386954

Continue

Add VIN to this List

The second confirmation page allows the user to reconfirm the intended VINs for registration by displaying their respective vehicle details, with the options to go back, delete VINs or proceed with the registration by selecting all the VINs to be registered.

### Review your application

#### VIN Details

VIN	2G1WF5EK1B1249939	Brand	Chevrolet
Model	Impala	Manufacturing year	2011
VIN	1N4AL3APXFC101228	Brand	Nissan
Model	Altima	Manufacturing year	2015

#### Consignee

Enter Vehicle Owner's TIN

02108607-0001 Verified

Name:  
ROMACO INDUSTRIAL TRADING COMPANY  
NIGERIA LIMITED

Submit

The Final confirmation page provides the agent with the window to re-confirm the vehicle details and input the vehicle owner's tin. This TIN is verified in real time to provide the owner details, after which the user can proceed to payment.

## 4.5 Making Payment

After Confirmation, clicking “Proceed to Payment” generates a One-Time Password (OTP) that is sent to the users’(Agent) email and a payment summary page containing the OTP input field.

Hello, SAKAY & COMPANY NIGERIA LIMITED  
March 14th, 2022

SAKA...ITED agent

Registrations Payments Certificates

Payment Details [Download Invoice \(PDF\)](#)

**Selected VINs**

- 2G1WF5EK1B1249939
- 1N4AL3APXFC101228
- 1NXBR12E6YZ386954

**Summary of Payment**

Payment invoice for the selected VINs generated on the March 14th, 2022

Invoice Number	#1000248978
Vehicle Owner	ROMACO INDUSTRIAL TRADING COMPANY NIGERIA LIMITED
Email Address	romactld@yahoo.com
Description	Payment for VIN Registrations
Invoice Amount	NGN 19,398

**Verify One-Time-Password**

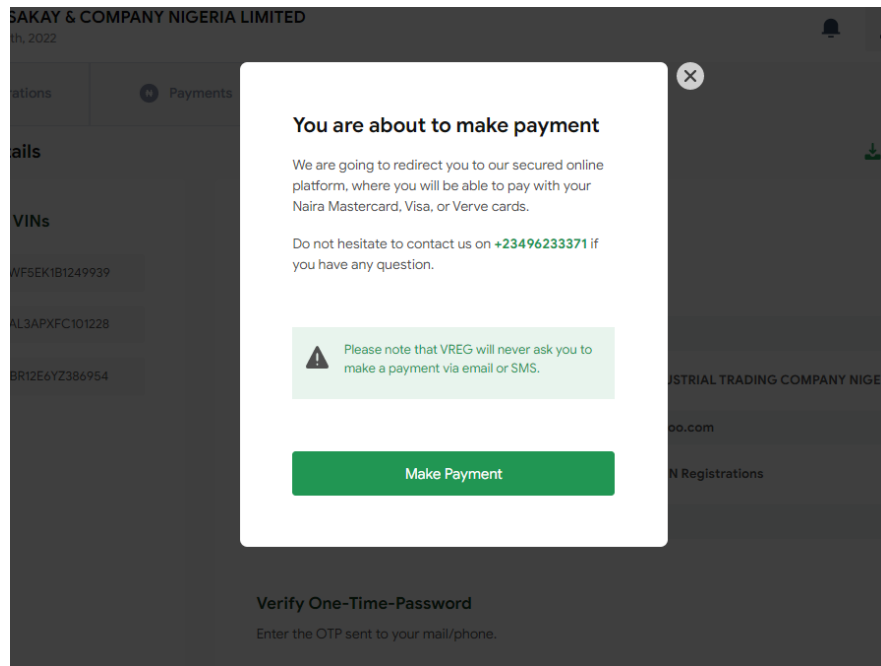
Enter the OTP sent to your mail/phone.

One-Time-Password

Enter OTP

Request another OTP in 16 seconds

The OTP is verified after entering the OTP into the “Enter OTP” field and clicking “Continue”. This then makes the “Make Payment” button available. Clicking “Make Payment” automatically generates an invoice for which a user can pay using multiple payment options.



**FEDERAL MINISTRY OF FINANCE,**

**BUDGET AND NATIONAL PLANNING**

---

**BIN:1000158735**

Name <b>SPINKS SHIPPING LINE LTD</b>	Invoice Amount Due <small>(after discount)</small> <b>₦3,000.00</b>	Payer ID <b>RS-10703</b>	MDA <b>VREG</b>
Revenue Head <b>VIN REGISTRATION</b>	External Ref. Number	TIN <b>14706810-0001</b>	

Amount to pay ₦

**3,000.00**

**Payment Methods**

**ONLINE PAYMENT**

**MOBILE BANKING APP**

**BANK BRANCH**

**ATM**

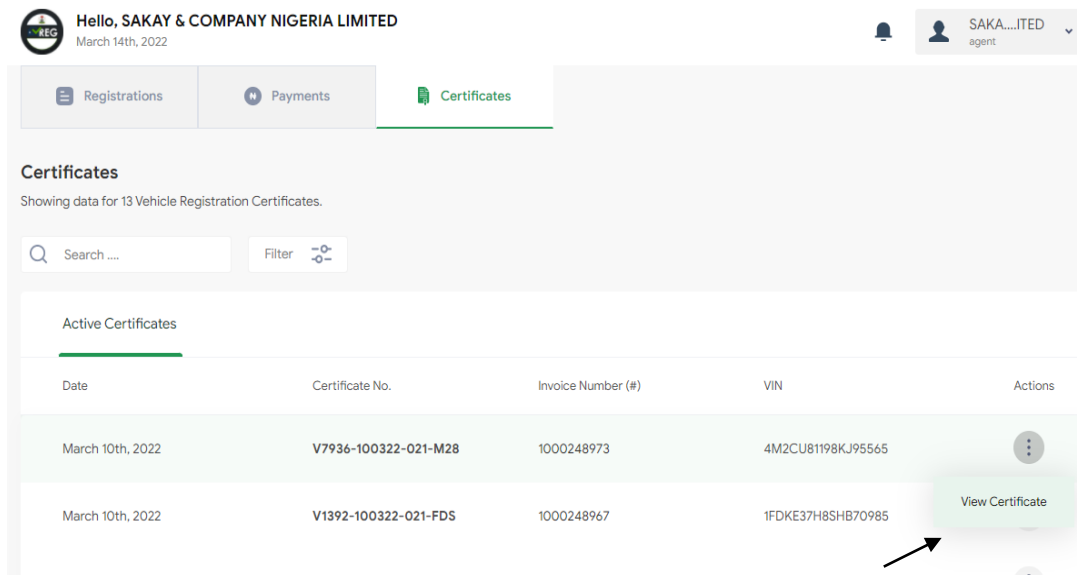
You can make payment online with your ATM cards (MasterCard, Visa and Verve). Click on the 'Pay' button below to proceed.

**Pay**

Successful payment automatically generates the VREG registration confirmation containing quick links for returning to the user dashboard.

## 4.6 Viewing Your VREG certificate

After successfully registering a VIN, the “View Certificate” button provides the user with the VREG certificate associated with the registered VIN. The VREG certificate can be downloaded by clicking the “Download PDF” button.



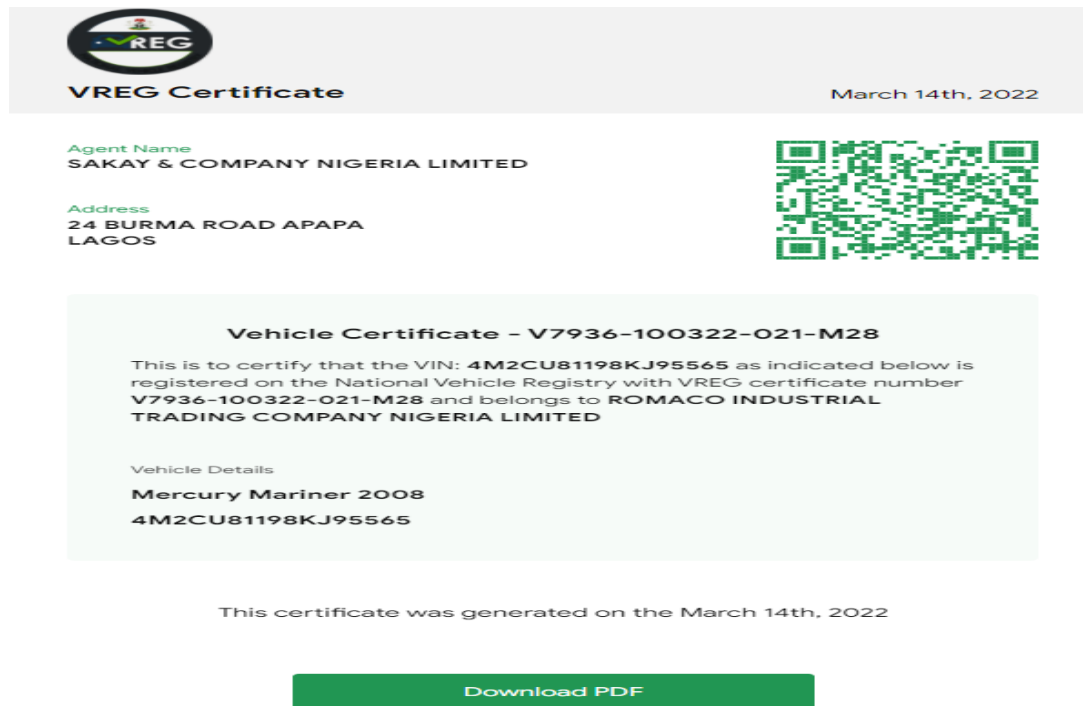
Hello, SAKAY & COMPANY NIGERIA LIMITED  
March 14th, 2022

Registrations Payments Certificates

**Certificates**  
Showing data for 13 Vehicle Registration Certificates.

Search ... Filter

Date	Certificate No.	Invoice Number (#)	VIN	Actions
March 10th, 2022	V7936-100322-021-M28	1000248973	4M2CU81198KJ95565	⋮
March 10th, 2022	V1392-100322-021-FDS	1000248967	1FDKE37H8SHB70985	View Certificate



**VREG Certificate** March 14th, 2022

Agent Name  
SAKAY & COMPANY NIGERIA LIMITED

Address  
24 BURMA ROAD APAPA  
LAGOS

**Vehicle Certificate - V7936-100322-021-M28**

This is to certify that the VIN: **4M2CU81198KJ95565** as indicated below is registered on the National Vehicle Registry with VREG certificate number **V7936-100322-021-M28** and belongs to **ROMACO INDUSTRIAL TRADING COMPANY NIGERIA LIMITED**

Vehicle Details  
**Mercury Mariner 2008**  
**4M2CU81198KJ95565**

This certificate was generated on the March 14th, 2022

Download PDF

## 5 VREG CERTIFICATE UTILIZATION

### 5.1 Utilization of VREG Certificate

To utilize the VREG certificate the Agents are directed to the customs NICIS 2 single trade window portal to continue his assessment by filling out the VREG certificate number in the VREG field of the VIN tab on the eSGD as captured in the image below.

The image shows a screenshot of a web application window titled "New VIN". The window contains a form with various fields for vehicle information. The "Vreg" field is highlighted with a red rectangle. The form includes the following fields:

- Item Number (dropdown menu)
- Customs References (three input fields)
- Assessment References (three input fields)
- Declaration Customs Office (input field with "01SM" and "SEME BORDER POST" label)
- VIN (input field)
- Vreg (input field, highlighted with a red rectangle)
- Brand Name (input field with "SUGGEST (MIN2)" label)
- Model (input field)
- Year (dropdown menu)
- Color (input field)
- Condition (dropdown menu)
- Engine Serial (input field)
- Engine Capacity (input field)
- Engine Type (dropdown menu)
- Vehicle value in Invoice currency (input field with "USD" label)