



How to obtain a National Hajj Commission of Nigeria (NAHCON) Certificate of Registration

Description

Introduction

Embarking on Hajj is a profound spiritual journey, but ensuring your organisation is duly registered with the National Hajj Commission of Nigeria (NAHCON) is the first critical step for any travel agency or tour operator seeking to facilitate this sacred pilgrimage. In 2024 alone, NAHCON approved 110 private tour operators out of 155 applicants, underscoring the rigorous vetting process and high standards required to secure a **Certificate of Registration** for Hajj operations. This comprehensive guide details **how to obtain a National Hajj Commission of Nigeria Certificate of Registration**, laying out each requirement, step, process, and cost, sourced directly from NAHCON's official guidelines to guarantee accuracy and authority.

Overview of NAHCON's Regulatory Framework

The National Hajj Commission of Nigeria (NAHCON) was established by the **NAHCON (Establishment) Act, 2006** to professionalise and centralise Hajj and Umrah operations for Nigerian pilgrims. NAHCON's mandate includes:

- **Licensing and regulating** travel agencies and tour operators for Hajj services.

- **Coordinating** state-level Pilgrims' Welfare Boards and ensuring they comply with federal standards.
- **Overseeing** all logistics which includes airlift arrangements, accommodation bookings, medical support, and pilgrim welfare.

Obtaining NAHCON's Certificate of Registration (commonly referred to as "Hajj License") signals full compliance with NAHCON's rigorous operational, financial, and ethical standards, and is **mandatory** for agencies wishing to organise or sell Hajj packages to Nigerian pilgrims.

Eligibility Requirements

Before applying, ensure your agency meets **all** of the following eligibility criteria:

Requirement	Details
Legal Status	Registered with CAC as a travel agency
Minimum Share Capital	₦30,000,000 (Thirty Million Naira)
Operational Tenure	Licensed by NAHCON for more than 2 consecutive Hajj operations or more than 8 consecutive Umrah operations (with evidence of utilisation)
IATA Accreditation	Valid IATA agency approval and accredited staff
Good Standing	Directors, shareholders, staff with no criminal convictions in Nigeria or Saudi Arabia
Corporate Office	Possession of a standard corporate office, furnished and accessible

Meeting these criteria is non-negotiable. Agencies failing to demonstrate any of the above are **automatically disqualified** from the licensing process.

Documentation Checklist

Compile **certified true copies** of the following documents:

1. **Certificate of Incorporation:** CAC Form CAC2 and CAC7 (or equivalent).
2. **Memorandum & Articles of Association:** Certified true copies.
3. **Evidence of Share Capital:** Bank statements or CAC certificates showing paid-up capital of ₦30 million.
4. **IATA Certificate:** Valid approval letter and list of accredited staff.
5. **Tax Clearance Certificates:** For the last **three** years.
6. **Audited Financial Statements:** For the last **three** fiscal years.
7. **Evidence of Prior NAHCON License Utilisation:** Copies of previous Hajj or Umrah licenses and operational reports.
8. **Guarantor's Letter of Attestation:** From a credible guarantor (career civil servant, corporate MD/CEO, religious leader, etc.).
9. **Proof of Office Address:** Lease agreement or utility bills.
10. **Directors' and Principal Officers' IDs:** International passport or national ID.

Tip: Assemble and certify these documents **before** starting the online application to avoid delays and technical issues.

Step-by-Step Application Process

1. Register on the HTO Portal

- Visit the NAHCON Hajj Licensing portal: <https://hto.nigeriahajjcom.gov.ng>.
- Create an organisational account using your CAC registration details.

2. Complete the Online Application Form

- Input all corporate and operational data as per your documentation.
- Upload PDFs of the compiled documents.

3. Pay the Non-Refundable Application Fee

- ₦200,000 via Remita or e-payment on the portal.
- Ensure the payment reference is correctly entered in the application form.

4. Make the Security Deposit

- Deposit ₦25,000,000 as a refundable security in NAHCON's designated bank account.
- Upload proof of deposit (bank slip) within **seven** days of application.

5. Submit the Application

- Review all entries for accuracy.
- Click "**Submit**" to lock in your application within the portal.

6. Undergo Screening & Verification

- NAHCON will review documents, verify bank deposits, and may conduct a physical inspection of your office.
- You may be called for **interviews** or to address clarifications.

7. Pay the Licensing Fee

- Upon provisional approval, pay ₦1,000,000 licensing fee for the current Hajj operation.
- Upload payment evidence.

8. Issuance of Certificate

- Once payments and verifications are complete, NAHCON will issue the **Certificate of Registration** electronically and dispatch a hard copy to your corporate address.

9. Collection & Compliance Reporting

- Collect the hard copy at NAHCON's Abuja office or arrange for courier delivery.
- Prepare to submit **post-Hajj** operational reports and financial accounts as required under the NAHCON Act.

Processing Time:

The end-to-end process typically spans **6-8 weeks**, subject to document completeness and verification timelines.

Comprehensive Cost Breakdown

Fee Component	Amount	Nature	Due At
Application Fee	₦200,000	Non-refundable	With online application
Security Deposit	₦25,000,000	Refundable (post-Hajj)	After portal submission
Licensing Fee	₦1,000,000	Payable upon approval	Before certificate issue
CAC Registration	≥₦30,000,000 Share Capital	Corporate requirement	Ongoing (CAC renewal)
IATA Agency Approval	Variable (IATA rates)	Corporate requirement	At renewal
Miscellaneous (Printing, Courier)	₦50,000 - ₦100,000	Approximate	As incurred

Common Misconceptions

1. "The security deposit is non-refundable."

- **Fact:** The ₦25 million deposit is **refundable** after satisfactory completion of Hajj operations and submission of post-Hajj reports.

2. "Any travel agency can apply, regardless of prior NAHCON licenses."

- **Fact:** Only agencies licensed for at least **two** consecutive Hajj seasons or **eight** Umrah seasons qualify.

3. "I can submit hard-copies directly without the online portal."

- **Fact:** NAHCON mandates **online** submission via the HTO portal; hard-copies alone do **not** initiate the licensing process.

4. “My deposit guarantee covers pilgrims’ refunds.”

- **Fact:** The deposit safeguards NAHCON against contractual breaches by operators, it is **not** an escrow for individual pilgrim payments but a corporate guarantee.

5. “Licensing is a one-time process.”

- **Fact:** Licenses are **annual**, tied to each Hajj season; agencies must reapply, pay fees, and update documentation yearly.

Frequently Asked Questions

1. How much does it cost to obtain a Hajj license?

Total initial outlay includes: ₦200,000 application fee, ₦25,000,000 security deposit, and ₦1,000,000 licensing fee, plus CAC share capital costs (≥₦30 million).

2. Is the security deposit refundable?

Yes, subject to submission of post-Hajj operational and financial reports, and no record of contract violations.

3. What is the minimum share capital?

₦30,000,000, evidenced through CAC certification or bank statements.

4. Can a newly-incorporated travel agency apply?

No; only agencies with ≥2 years of Hajj-license experience or ≥8 years Umrah-license experience qualify.

5. How long does the process take?

Approximately **6-8 weeks**, depending on document verification and portal processing times.

6. Can foreign companies apply?

Yes, provided they register a Nigerian subsidiary with CAC meeting all local requirements and share capital thresholds.

7. What happens if my application is rejected?

NAHCON provides a **written** reason; you may appeal within **14 days**, address deficiencies, and reapply if eligible.

Conclusion

Securing a **NAHCON Certificate of Registration** is both a regulatory obligation and a mark of excellence in the pilgrimage services sector. By meticulously following the steps outlined, meeting eligibility criteria, compiling accurate documentation, navigating the HTO portal, and fulfilling all financial obligations, you position your agency for seamless participation in Nigeria's Hajj operations. Stay proactive: begin preparations **early**, monitor NAHCON announcements for guideline updates, and maintain impeccable corporate governance to guarantee repeated license renewals and sustained growth in this highly specialised; and spiritually enriching market.

May your journeys be blessed, and your operations, exemplary.

Category

1. Industry Insights