

GAID REGISTRATION IN NIGERIA CHECKLIST



CLASSIFY YOUR ORGANIZATION

1

This first step sets the tone for your GAID registration process. Start by identifying your role and understanding which compliance category your organization falls under.

APPOINT A DATA PROTECTION OFFICER (DPO)

2

Appointing a qualified DPO is one of the most important GAID requirements – especially for Major entities. Your DPO should be independent, competent, and ready to handle privacy responsibilities.

CONDUCT A DPIA (IF APPLICABLE)

3

A DPIA (Data Protection Impact Assessment) is required if your organization engages in high-risk processing – such as large-scale profiling, monitoring public spaces, or handling sensitive data.

PREPARE REQUIRED DOCUMENTS

4

You'll need to gather and upload several key documents during the registration process. Some are mandatory, while others strengthen your compliance posture – especially during audits.

GATHER REGISTRATION INFORMATION

5

Before filling the online form, collect all core organizational and processing details. These help NDPC classify your risk level and obligations.

PAY THE APPLICABLE FEE

6

Your registration isn't complete without payment. Fees vary based on your organization's classification and must be paid online through the NDPC portal.

SUBMIT & TRACK

7

Once all your documents are ready and fees paid, it's time to submit your application. You'll also want to monitor progress and keep a reminder for your annual renewal.