

## Responsibility of the Freight Forwarder

### EXPORT LICENSE REGISTRATION

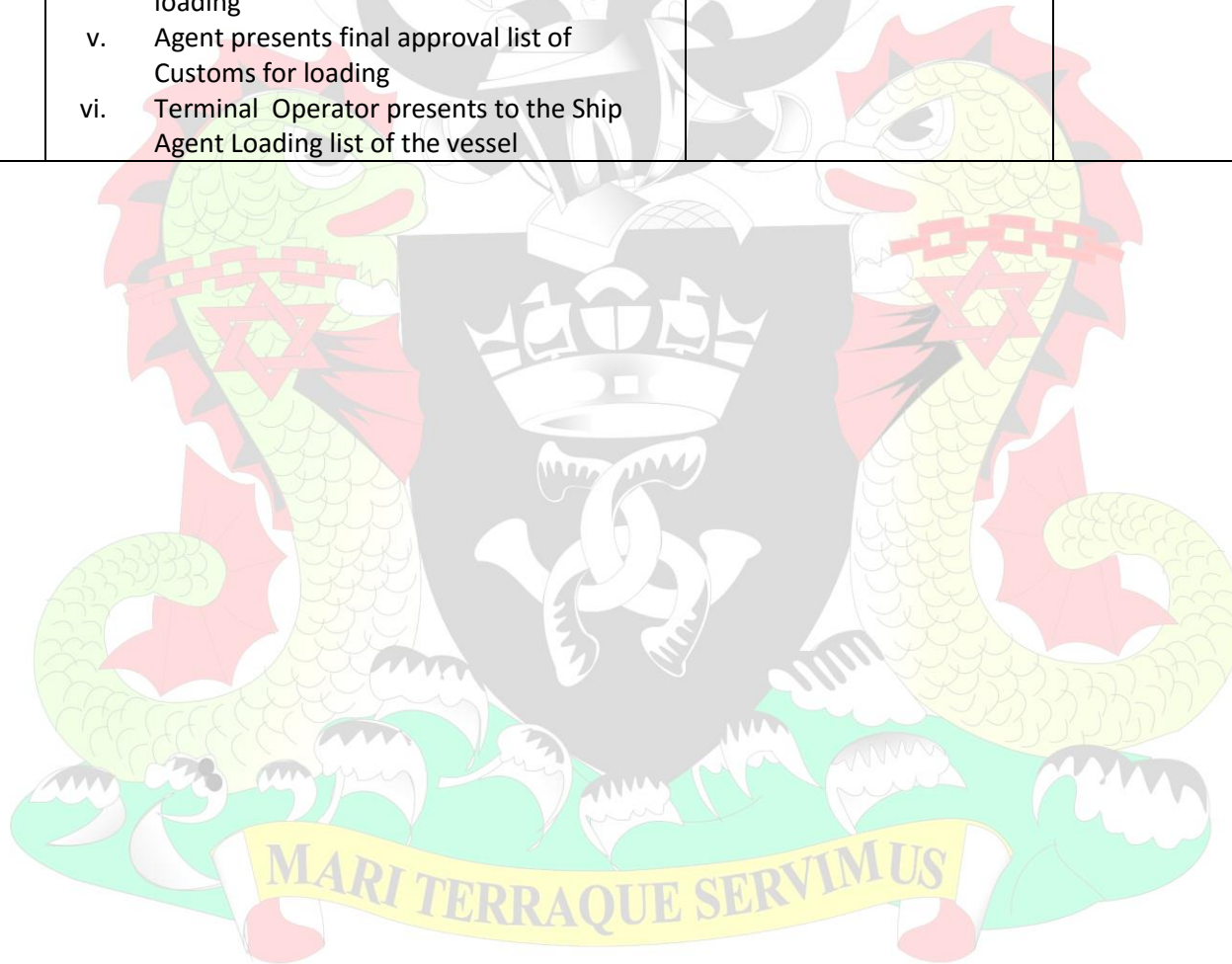
AGENCIES INVOLVED	PROCEDURE	DOCUMENTATION /REQUIREMENTS/ PRE-REQUISITES	TIMELINE	COST INVOLVED
<p>Nigerian Export Promotion Council</p>	<p>Originals of the following documents must be sighted and scanned copies submitted for to NEPC.</p> <ul style="list-style-type: none"> <li>i. Certificate of Incorporation</li> <li>ii. Memorandum and Articles of Association and form CO7</li> <li>iii. Bye-laws for Cooperative Societies</li> <li>iv. Constitution for Government and Non-Government Organizations</li> </ul> <p>Registration form is obtained either online or at any NEPC Zonal Office/Headquarters. Refer to NEPC Website (<a href="http://www.nepc.gov.ng">www.nepc.gov.ng</a> )</p> <p>Exporter must open a Domiciliary Account with any Bank in Nigeria, and shall ensure that the export proceeds are credited to this account.</p> <p>See Item 9 <a href="#">NEPC Export Guidelines In Nigeria</a></p>	<ul style="list-style-type: none"> <li>i. Certificate of Incorporation</li> <li>ii. Memorandum and Articles of Association and form CO7</li> <li>iii. Bye-laws for Cooperative Societies</li> <li>iv. Constitution for Government and Non-Government Organizations</li> </ul>	<p>4 working days</p>	<p>Refer to NEPC website <a href="http://www.nepc.gov.ng">www.nepc.gov.ng</a></p>
<p>Export Pre-Shipment Inspection Agency (PIA)</p>	<p><b>Nigerian Export Supervision Scheme (NESS)</b></p> <p>The Exporter shall pay to a designated bank NESS Administrative Charge of 0.5% and 0.15% of FOB value of the intended non-oil and oil/gas exports respectively. If after inspection the FOB value is found to be higher than that declared, the Exporter shall pay the additional NESS charges accordingly.</p>			<p>N/A</p>

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**NIGERIAN EXPORT PROCEEDS (NXP) FORM**

AGENCIES INVOLVED	PROCEDURE	DOCUMENTATION /REQUIREMENTS/ PRE-REQUISITES	TIMELINE	COST INVOLVED
<ol style="list-style-type: none"> <li>1. Central Bank of Nigeria (CBN)</li> <li>2. Pre-Shipment Inspection Agency</li> <li>3. Nigerian Customs Services (NCS)</li> <li>4. Nigerian Export Promotion Council (NEPC)</li> <li>5. Commercial Bank of choice</li> </ol>	<p><b>Obtain &amp; Submit NXP Forms</b>                      The Bank where the Exporter has opened a Domiciliary Account shall issue the Nigerian Export Proceeds form (<i>NXP form</i>) in sextuplicate, for completion by the Exporter, in respect of each export transaction.                      The Exporter returns completed set of NXP form with a contract of sale or pro-forma invoice to the Bank. The Bank registers and endorses the submitted NXP forms and retains the original copy. The other five (5) copies are forwarded to the Inspection Agent(s).                      The Exporter shall retain a photocopy of the NXP form, and use the NXP number as reference in all dealings with the CBN, Inspection Agents and NCS.</p>		See Item <a href="#">9 NEPC Export Guidelines In Nigeria</a>	
Inspection Agent	<p><b>Request For Inspection</b>                      Having completed the NXP form, the Exporter shall collect a Request For Inspection (RFI) form from the Inspection Agent or download form from Inspection Agent's website.  <b>Note:</b> No loading of any export cargo onto sea-going vessels or aircraft shall be authorized without the issuance of a Clean Certificate of Inspection (CCI) by Inspection Agent(s).                      See <a href="#">NEPC Export Guidelines In Nigeria</a></p>	Request For Inspection (RFI) form. Clean Certificate of Inspection	Notice should be given not less than ten (10) work days prior to shipment.	N/A
	<p><b>SINGLE GOODS DECLARATION (SGD) FOR EXPORTS</b>                      After completion of bank transaction, identification of the carrier and Clean Certificate of Inspection (CCI) issued, the goods are moved to the port of shipment for Customs inspection and issuance of Single Goods Declaration (SDG) form.</p>	Clean Certificate of Inspection Single Goods Declaration (SDG) form. NXP Form NESS payment receipt	1 (one) week	N/A

	<ul style="list-style-type: none"> <li>i. Forwarding Agents formalizes cargo booking with shipping Agents and forward same to Terminal Operators for pick up and loading</li> <li>ii. Stuffing of containers for delivery to operators 48 hours before arrival of ship</li> <li>iii. Positioning for weighing and Customs Examination</li> <li>iv. Forwarding of SGD and CCI for approval for loading</li> <li>v. Agent presents final approval list of Customs for loading</li> <li>vi. Terminal Operator presents to the Ship Agent Loading list of the vessel</li> </ul>	<p>Cargo Clearance document of export load list confirmed Load List before Customs SGD, CCI and relevant documents</p>		
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## Responsibility of Terminal Operators

PORT TERMINAL ENTRY PERMIT (TO DROP CARGO FOR LOADING)				
AGENCIES INVOLVED	PROCEDURE	DOCUMENTATION /REQUIREMENTS/ PRE-REQUISITES	TIMELINE	COST INVOLVED
<ul style="list-style-type: none"> <li>▪ Terminal Operators</li> <li>▪ NCS</li> <li>▪ Shipping Company/ Agent</li> <li>▪ Stevedore</li> </ul>	<p><b><u>Terminal Handling (Export)</u></b>  <u>Receipts Into Terminal</u>                      Terminal Operator receives the following documents;</p> <ul style="list-style-type: none"> <li>• Export Release Note and CCI from Nigerian Customs Service</li> <li>• Shipping Company/Agent Export Booking from the Exporter</li> </ul> <p><u>Storage</u>                      Examination (Where applicable (See Examinations (Export)                      Loading on-board</p>	Refer to Terminal Operator's Website	Refer to Terminal Operator Website	Refer to Terminal Operator Website
NDLEA	<ul style="list-style-type: none"> <li>- Register in-coming export goods/containers</li> <li>- Perform joint examination of export goods in Export Terminal (Inside Port)</li> </ul>	<ul style="list-style-type: none"> <li>- Endorse Joint Export Examination Form</li> </ul>		N/A
Nigerian Agriculture Quarantine Services (NAQS)	<ul style="list-style-type: none"> <li>- Perform Joint Inspection of export goods outside Port premises</li> <li>- Perform Joint examination in Port Export terminal</li> </ul>	<ul style="list-style-type: none"> <li>- Issue Phytosanitary Certificate during export examination</li> <li>- Participate in Port examination to confirm validity of Phytosanitary Certificate</li> </ul>	Dependent on the cooperation of Joint Examining Agencies	N/A

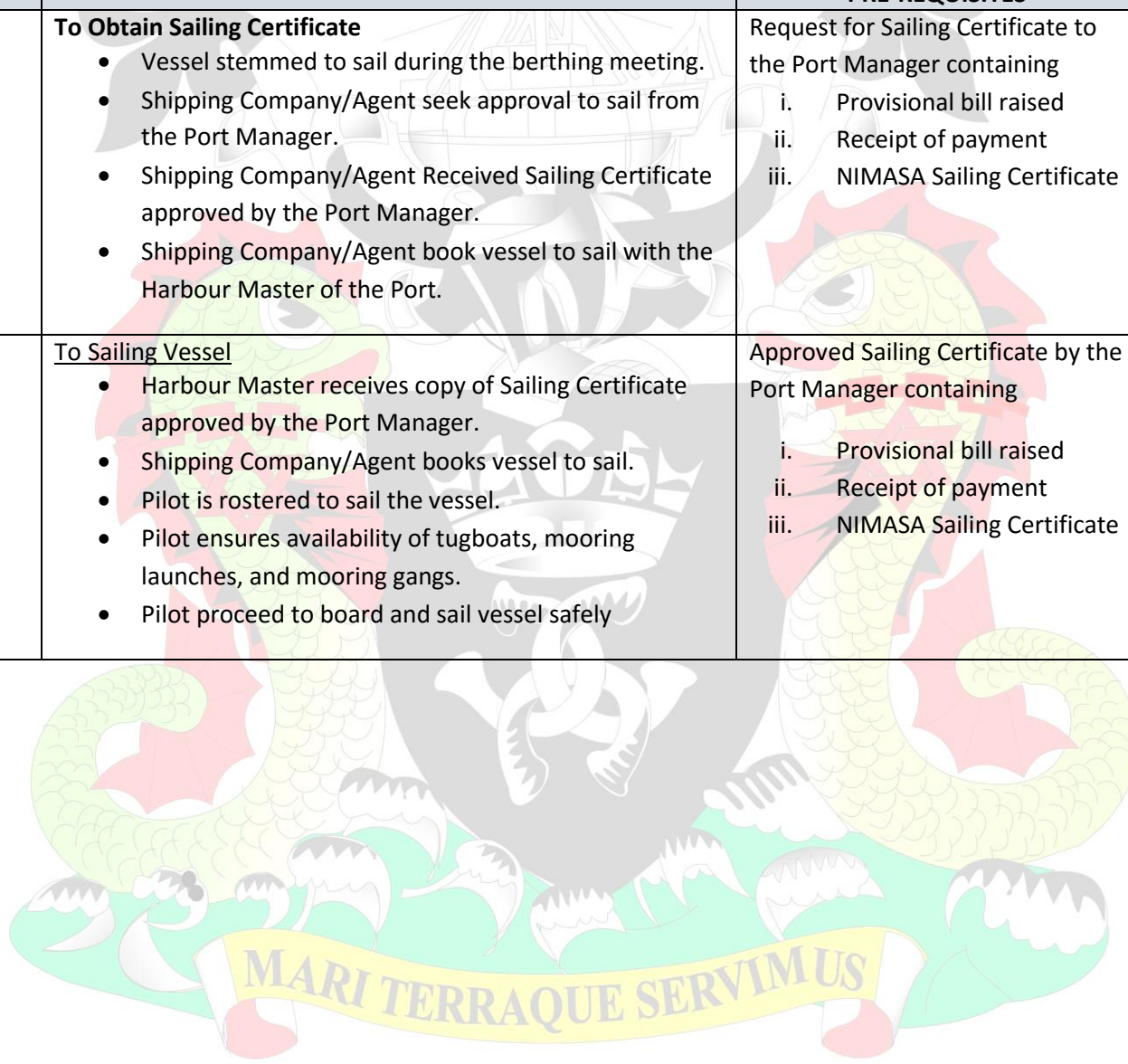
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**EXAMINATIONS (EXPORT)**

AGENCIES INVOLVED	PROCEDURE	DOCUMENTATION /REQUIREMENTS/ PRE-REQUISITES	TIMELINE	COST INVOLVED
<p>Nigerian Customs Services (NCS)</p>	<p>(Agricultural Products)</p> <ul style="list-style-type: none"> <li>- Customs receives application from Exporter/Agent for Examination of Goods (Ex – port)</li> <li>- Application must be accompanied by all relevant documents stipulated by <a href="#">NEPC Guidelines</a>, including CCI</li> <li>- Customs performs examination and seals container</li> <li>- DC Export issues permit for container to enter Port</li> <li>- Sealed Container is transferred to port</li> <li>- Customs entertains request for Joint examination of Container by other Agencies.</li> <li>- Joint Exam Form is endorsed and serve as <b>Export Release for Shipment</b></li> <li>- Export Terminal loads export based on Export Release and <b>CCI (Clean Certificate of Inspection)</b></li> </ul> <p>NCS units involved in Cargo Examination (Exports) include;</p> <ol style="list-style-type: none"> <li>i. Enforcement Unit</li> <li>ii. Valuation Unit</li> <li>iii. Customs Intelligence Unit (CIU)</li> <li>iv. Comptroller General Unit (CGU)</li> <li>v. Zonal Command</li> <li>vi. Federal Operations Unit (FOU)</li> <li>vii. Export Unit</li> </ol>	<ul style="list-style-type: none"> <li>- All documents required by NEPC Guidelines</li> </ul>	<p><i>No Specific Timeline</i></p>	<p>N/A</p>
<p>NDLEA</p>	<ul style="list-style-type: none"> <li>- Register in-coming export goods/containers</li> <li>- Perform joint examination of export goods in Export Terminal (Inside Port)</li> </ul>	<ul style="list-style-type: none"> <li>- Endorse Joint Export Examination Form</li> </ul>	<p>As may be required</p>	<p>N/A</p>
<p>Nigerian Agriculture Quarantine Services (NAQS)</p>	<ul style="list-style-type: none"> <li>- Perform Joint Inspection of export goods outside Port premises</li> <li>- Perform Joint examination in Port Export terminal</li> </ul>	<ul style="list-style-type: none"> <li>- Issue Phytosanitary Certificate during ex- port examination</li> <li>- Participate in Port examination to confirm validity of Phytosanitary Certificate</li> </ul>	<p>Dependent on the cooperation of Joint Examining Agencies</p>	<p>N/A</p>

**SAILING CERTIFICATE (VESSEL) / NPA HARBOUR OPERATIONS**

AGENCIES INVOLVED	PROCEDURE	DOCUMENTATION /REQUIREMENTS/ PRE-REQUISITES	TIMELINE	COST INVOLVED
NPA	<p><b>To Obtain Sailing Certificate</b></p> <ul style="list-style-type: none"> <li>• Vessel stemmed to sail during the berthing meeting.</li> <li>• Shipping Company/Agent seek approval to sail from the Port Manager.</li> <li>• Shipping Company/Agent Received Sailing Certificate approved by the Port Manager.</li> <li>• Shipping Company/Agent book vessel to sail with the Harbour Master of the Port.</li> </ul>	<p>Request for Sailing Certificate to the Port Manager containing</p> <ol style="list-style-type: none"> <li>Provisional bill raised</li> <li>Receipt of payment</li> <li>NIMASA Sailing Certificate</li> </ol>	30 minutes (Depending on the availability of NIMASA Clearance)	N/A
NPA	<p><u>To Sailing Vessel</u></p> <ul style="list-style-type: none"> <li>• Harbour Master receives copy of Sailing Certificate approved by the Port Manager.</li> <li>• Shipping Company/Agent books vessel to sail.</li> <li>• Pilot is rostered to sail the vessel.</li> <li>• Pilot ensures availability of tugboats, mooring launches, and mooring gangs.</li> <li>• Pilot proceed to board and sail vessel safely</li> </ul>	<p>Approved Sailing Certificate by the Port Manager containing</p> <ol style="list-style-type: none"> <li>Provisional bill raised</li> <li>Receipt of payment</li> <li>NIMASA Sailing Certificate</li> </ol>	30 Minutes	N/A



## Agencies and the Certificates issued through the Export Process

1.	Nigerian Export Promotion Council	Exporters Registration Certificate
2.	Commercial Bank	Nigerian Export Proceeds (NXP) Form
3.	The Exporter	Commercial Invoice
4.	Nigerian Assoc. of Chambers of Commerce, Mines & Industry (NACCIMA)	Certificate of Origin
5.	Inspection Agent	Clean Certificate of Inspection, Certificate of Sampling, Weight, Quality and Loading
6.	Nigerian Agricultural Quarantine Services NAQS	Phytosanitary Certificate
7.	The Exporter Agent/Exporter	Packaging List
8.	Shipping Company/Airline/Land Transport	Bill of Lading/Airway Bill/Way Bill
9.	Insurance Company	Certificate of Marine Insurance
10.	Federal Produce Inspection Service (Federal Ministry of Trade & Investment)	Certificate of Quality Fumigation and Weight
11.	Standards Organization of Nigeria (SON)	Product Quality Certification
12.	Nigeria Customs Service (NCS)	Single Goods Declaration (SGD)
13.	Federal Ministry of Trade & Investment	Form ICO-1
14.	Department of National Museum & Monument	Certificate of Clearance Form
15.	National Agency for Food, Drugs, Administration & Control (NAFDAC)	Certificate of Quality for Food and Drugs
16.	Federal Ministry of Solid Minerals	Form J
17.	Department of Forestry	Clearance from the Department of Forestry

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