

Importation Guideline Details

STEPS		RESPONSIBLE PARTY	RESPONSIBILITY
1		Supplier	Provides importer with a pro-forma invoice (pfi). The pfi is valid for 3months. Pfi must contain the following: Generic & brand name of item Unit & total cost Quantity, size & number of packages Country of origin, supply & port of destination. Standard & date of manufacture Indicate shelf life where item is food, drink, cosmetic etc.
2		Supplier	Opens a Form M with a Nigerian Bank with the pro-forma invoice and takes out a marine insurance policy.
3		Importer	Opens a Form M with a Nigerian Bank with the pro-forma invoice and takes out a marine insurance policy.
4		Importer	Finances Form M from any of the three methods of payment.
5		Bank	Forwards copies of Form M, invoice & marine insurance policy to a destination inspection agency i.e. Cotecna, Global Scan -System or SGS.
6		Destination Inspection Agent	Verifies claim on pfi, determines category of goods i.e scanning or full examination & issues RAR for duty payment.
7		Supplier	Before goods can be shipped to the importer in Nigeria. Supplier MUST ensure that the following documents are submitted to a Nigerian Bank where M Form was opened: <ul style="list-style-type: none"> • Original Bill Lading / Air Waybill • Packing list • Final invoice/ CCVO • Product / Manufacturer's certificate
8		Supplier	Copies of final invoice/CCVO, packing list, AWB or B/L and manufacturer's certificate are forwarded to the importer before arrival of cargo.
9		Supplier/Importer	Confirms cargo space booking for goods on either a ship or aircraft. It is the supplier's duty to notify the importer of cargo arrival date.
10		Destination Inspection Agent	Importer – through bank – a Risk Assessment Report (RAR) or a Discrepancy Report. A discrepancy report is issued when supplier has not submitted all necessary documents to the issuing office.
11		Bank	Collects RAR & original shipping documents on behalf of the importer.
12		Importer	Pays duty stated on RAR, for goods. Note: - Duty classification rates are contained in the Customs & Excise Tariff Laws - HS Code Book. Duty is assessed at CBN's prevailing rate of exchange at the time of RAR issuance.

13		Importer	<p>The following documents are required for custom clearance: -</p> <ul style="list-style-type: none"> • Copy of Form M • Copy of Marine Insurance • Copy of Invoice/CCVO • Original RAR • Original Duty Payment Receipt • Original AWB or B/L. • Packing list <p>Where necessary the following documents maybe requested: - QCS, NAFDAC Permit, NEPA Permit, SONCAP & Product Certificate.</p> <p>Where goods are consigned to a Bank, the Bank must endorse the AWB or B/L before custom clearance can commence.</p>
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CUSTOM CLEARANCE PROCESS: -

	<ul style="list-style-type: none"> • Entry lodged - duty payment confirmation. • Evaluation – duty paid is evaluated against RAR • Examination – goods are examined according to the category stated on the RAR. • Release – where no issues are raised by customs during examination, goods are released to the agent.
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NECESSARY PERMITS: -

	<ul style="list-style-type: none"> • NEPA – where generating sets are imported. • NAFDAC – where food/beverages, pharmaceuticals, chemicals and allied products e.g. paints are imported. • Fumigation Certificate – where imported goods are packed in wooden crates. • Product certificate – electrical goods • SONCAP
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POSSIBLE CONCESSIONS: -

	<ul style="list-style-type: none"> • Duty waiver – grants a no duty status or discounted duty rate. • Exemption – exempts the importation of a particular item from the Prohibition List. • Pre-Release Concession – allows importer to pre-clear goods before arrival in country. • Temporary Import Certificate – goods not residing in country permanently can be brought in under this certificate. <p>Note: - These concessions are granted on a discretionary basis and require application to be submitted to the Nigerian Customs Service.</p>
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DUTY CALCULATION:-

	<p>Duty Calculation is based on the formula below: -</p> <p>X% = duty rate Duty payable = x% of CIF Port levy = 7% of duty value ETLS = 0.5% of CIF CISS = 1% of FOB VAT = CIF + PORT LEVY + ETLS + CISS x 5%</p> <p><i>Note: Import into Nigeria is C.I.F based i.e. Cost + insurance + freight.</i></p>
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METHODS OF PAYMENT FOR IMPORTS:-

	<ul style="list-style-type: none"> • Irrevocable Letter of Credit – confirmed or unconfirmed • Direct transfer
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