

# **CBN FORMS APPLICATION USER MANUAL** (SUBMISSION)

Document Name	CBN Forms Application User Manual (Submission)
Document number	WFN-EXT-CBNA00-05-EN-1.27
General Description	This documented procedure describes how to use CBN Forms application module in submitting CBN Forms.
Target Audience	DTI Café(s), Importer(s), Agent(s), Bank(s)

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## **Table of Contents**

1	PUR	POSE	3
2	UNI	FORM RESOURCE LOCATOR (URL)	4
3	FOR	M M OPERATIONS	5
	3.1	Скеате	5
	3.2	VERIFY	
	3.3	Store	
	3.4	Search	
	3.5	Update	
	3.6	Submit	24
	3.7	Deleting Stored CBN Form	
	3.8	Export XML	
	3.9	IMPORT XML	
	3.10	VIEW/PRINT PDF	
	3.11	MODIFICATION OF REJECTED FORM M	
	3.12	Post Entry Modification	
	3.13	Form M Validity Extension	
	3.14	Form M's C and F value Excess Allowance	
4	FOR	M NXP OPERATIONS	
-	4.1	CREATE	
	4.2	VERIEY	40
	4.3	STORE	40
	4.4	UPDATE	
	4.5	DELETING STORED CBN FORM	
	4.6	Submit	
5	FOR	M NCX OPERATIONS	
	5.1	Скеате	
	5.2	VERIFY	
	5.3	STORE	
	5.4	UPDATE	
	5.5	DELETING STORED CBN FORM	
	5.6	Submit	
6	FOR	Μ Α ΟΡΕΒΑΤΙΟΝS	49
Ŭ	6.1	CREATE	
	6.2	VERIFY	
	6.3	STORE	
	6.4	UPDATE	
	6.5	DELETING STORED CBN FORM	
	6.6	Submit	54
7	VIEV	N PROFILE	55
8	СНА	NGE PASSWORD	
9	LOG	ОИТ	
10	RESE	ET PASSWORD	
11	TECH	HNICAL REQUIREMENTS	
_	11.1	HARDWARE	
	11.2	OPERATING SYSTEM	
	11.3	Internet Browser	



#### 1 PURPOSE

This documented procedure describes how to use CBN Forms Application module:

- a. Creating CBN Form
- b. Submitting CBN Form
- c. Searching for CBN record
- d. Viewing ČBN Form information
- e. Deleting Stored CBN Form
- f. Updating CBN Form
- g. CBN Form Post Entry Modification
- h. Exporting CBN record to XML file
- i. Importing CBN XML File
- j. Viewing/Print PDF File
- k. Attachment of electronic-permit(s)
- I. Viewing Profile
- m. Changing Password
- n. Resetting Password
- o. Login/Logout from Application



#### 2 UNIFORM RESOURCE LOCATOR (URL)

It can be accessed via the URL: <u>https://trade.gov.ng/cbn/formx</u> using the Trade Portal. The general login page will be displayed. Enter your username and password then click on **Login** button.

POWERED BY TWM PORTAL SINGL			FEDERAL GOVERNMENT OF NIGERIA FEDERAL MINISTRY OF FINANCE NIGERIA CUSTOMS SERVICE (NCS)
			2
NICIS Memb	ers Area		
Userna	ne		
IMP-	ormM1		
Passwe	rd		
••••	••••		
Lc	gin		
Forgot y	ur Username or Password?		
Need he	2 Please contact us		
112201121			

Username and password can be assigned through the following:

- a. For importers, usernames will be their TIN number and password which will be provided during TIN registration process with Customs. (Refer to TIN registration document: FIRS\_User Manual).
- b. For Banks/CBN/Inspection Agents, contact your system administrators.

CBN Form Search page will be displayed when successfully logged in. Username will be displayed on the upper right part of the window.

	ENT OF NIGERIA W for trade			e-Government Services	Importer FormM1 Importer FormM1
					сви-
Home > CBN > CBN Form					
CBN Form Operations	Search for CBN	Form			
Fill Form A Fill Form M					
Fill Form NCX	Form Type	FormM	Amount (FOB)		
Fill Form NXP	Document Status		Submission Date		
Q Search	Form Number		Validation Date		
CBN Services	Application Number		Currency	SUGGEST (MIN 2)	
CBN Downloads	TIN/Applicant	SUGGEST (MIN 2)	Customs Office	SUGGEST (MIN 2)	
	HS Code	SUGGEST (MIN 2)	Bank Branch	SUGGEST (MIN 2)	
	Include Expired				Search Reset



#### **3 FORM M OPERATIONS**

- 3.1 Create
- 3.1.1 To create new Form M record, click on **CBN Form Operations** then click on **Fill Form M** hyperlink.

Agencies - Consignment -	Quick links - Support -	Downloads			CBN-	
Home > CBN > CBN Form					1	
CBN Form Operations	Search for CBN	Form				
Fill Form A						
Fill Form M Fill Form NCX	Form Type	FormM	Amount (FOB)			
Fill Form NXP	Document Status		Submission Date			
Q Search	Form Number		Validation Date			
CBN Services	Application Number		Currency	SUGGEST (MIN 2)		
CBN Downloads	TIN/Applicant	SUGGEST (MIN 2)	Customs Office	SUGGEST (MIN 2)		
	HS Code	SUGGEST (MIN 2)	Bank Branch	SUGGEST (MIN 2)		
	Include Expired				Sear	h Reset

3.1.2 Fill Form M page will be displayed on **Header** Tab. Enter necessary details in the fields displayed in **Fill Form M** page.

Home > CBN > CBN Form						
CBN Form Operations	CBN Form - Fill Form M					
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	Import XML View/Print PDF Verify Store Submit					
Q Search	Header Names & Parties Tran	sport Financial Goods Attach	nments Endorsement			
CBN Services	Form Type	Farm M				
CBN Downloads	rom type	FORM				
	Valid for FOREX (Y/N) *	Yes				
	Prefix *	BA	-			
	Applicant's banker (Authorized	Dealer)				
	AD's Bank Code *	057	Zenith Bank			
	AD's address	Nigeria				
	Bank Branch *	57150149	VICTORIA ISLAND			

- a. Select Valid for FOREX (Yes or No)
- b. Select Form M prefix (BC/CB)
  - BA: Subject to Destination Inspection.CB: Exempted from Destination Inspection
- c. Select Applicants Dealer Bank Code
- d. Applicants Dealer Bank Address will be displayed automatically
- e. Select Bank Branch

#### General Remarks:

- 1. All CBN Forms entry fields with asterisk (\*) are mandatory.
- 2. All CBN forms use the same data entry form layout hence each form is identified by form type.
- To simplify the capturing of transaction having huge items, User could use <u>WFN-EXT-CBNA00-04-EN EformM Excel Template</u> in capturing items details then convert Excel file into XML file. (Please refer to <u>WFN-EXT-CBNA00-03-</u> <u>EN Conversion of eFormM Items from Excel to XML Guidelines)</u>. When XML file has been created perform the Import XML operation (see Clause3.9 for Import XML operation) to load the XML data into CBN Form M blank form.
- 3.1.3 Click on **Names and Parties** tab to capture the **Applicant and Beneficiary** details. Complete all the data entries.



	ent of Nigeria w for trade	e-Government Services   Importer FormM1 Importer FormM1 *
Agencies - Consignment - Quick Home > CBN > CBN Form	; links ≠ Support ≠ Downloads	CBN+
CBN Form Operations Fill Form A	CBN Form - Fill Form M	
Fill Form M Fill Form NCX Fill Form NXP	Import XML View/Print PDF	Verify Store Submit
Q Search	Header Names & Parties Transport Fit	nancial Goods Attachments Endorsement
CBN Services CBN Downloads	Applicant Details	
	Applicant TIN *	10546401-0001
	Applicant RC number	CEOLOTH
	Applicant's State code *	15 LAGOS
	Applicant Name	
	Applicant Address	2ND FLOOR KITHOUSE FLOT 1142 KUR Wohamles There T chrine Busikess District ABULA ABULA ABULA MUNICIPAL FCT
	Applicant's Fax	
	Applicant's Phone	*(234) 8064356123
	Applicant's Email	singlewindow_user@yahoo.com
	Beneficiary details	

a. Enter TIN number

**Note** 1: When entering the TIN number, the system will display the list records which contain the same value. Use the scrollbar to move up and down the list of records. Select the appropriate TIN number.

**Note** 2: After TIN number is entered, Applicant's RC number, Name, Address, Fax, Phone and Email Address will be displayed automatically (retrieved from Company profile).

- b. Select Applicant's State Code
- c. Select Applicant's City
- d. Update Applicant's Phone if necessary
- e. Update Applicant's Email Address if necessary

Beneficiary Details					
Beneficiary Name *	Sherlock Holmes	herlock Holmes			
Beneficiary Address *	123 Clover street, Ikovi Lag	05			
			.::	1	
Beneficiary Country *	NG	Nigeria		· · · ·	
Beneficiary Phone *	23491234567891				
Beneficiary Fax	234123456755				
Beneficiary Email *	sholmes@yahoo.com				

- f. Enter Beneficiary Name
- g. Enter Beneficiary Address
- h. Enter Beneficiary Country
- i. Enter Beneficiary Phone
- j. Enter Beneficiary Fax Number
- k. Enter Beneficiary Email Address
- 3.1.4 Click on **Transport** tab to capture the **Mode of Transport** details. Complete all the data entries.



Agencies ▼ Consignment ▼ Qi Home > CBN > CBN Form	uick links  ▼ Support  ▼ Do	wnloads					CBN -			
CBN Form Operations CBN Form - Fill Form M Fill Form A Fill Form M Fill Form M Fill Form MCX Fill Form Fill Form MCX Fill Form M						Verify	Store	Submit		
C, Search	Header Names & Part	es Transport	Fina	ncial Good	s Attachm	ents Endorseme	nt			
CBN Services	Customs Office *			01AP		APAPA PORT				
CBN Downloads	Mode of Transport *			1	-	Sea transport				
	Country of Origin			SUGGEST						
	Country of Supply *			MG		Madagascar				
	Port of Loading			CHBMG		Bremgarten				
	Port of Discharge *			NGAPP		Арара				
	Inspection Agent			DI77010		Global Scan				
	Shipment Date			31/07/2013						

- a. Select Customs Office
- b. Select Mode of Transport
  - Note: Mode of Transport will be limited to office code selected.
- Country of Origin will be displayed upon capturing of Good/s details.
   Note: When there are two or more different countries used in all items, "Many" will be displayed as Country of origin.

	<u> </u>	<u> </u>	
Header Names & Parties Transport	Financial Goods	Attachments	Endorsement
Customs Office *	01AP	AP	APA PORT
Mode of Transport *	1	🕳 Se	a transport
Country of Origin	Many		
Country of Supply *	MG	Ма	dagascar
Port of Loading	CHBMG	Bre	emgarten

- d. Select Country of Supply
- e. Select Port of Loading
- f. Select Port of Discharge
  - **Note**: For e and f, entering the first digit of the country's port of loading/discharge will display the applicable list of port. Use the scrollbar to move up and down the list of ports
- g. Inspection Agent will be displayed automatically based on selected Customs Office
- h. Enter Shipment Date



CBN Form Operations	CBN Form - Fill Form M		
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	Import XML View/Print PDF		Verify Store Submit
Q Search	Header Names & Parties Transport	Financial Goods Attachn	Endorsement
CBN Services	Designated Bank *	050	Ecobank
	Financial Details		
	Source Of Funds *	ASF	ACCUMULATED SYNDICATION FUNDS
	Currency code *	USD	United States Dollar
	Exchange rate *	157.20	157.1
	Total FOB Value	2,826,539.00	USD
	Total Freight charges *	4,533.00	USD
	Total Ancillary charges	45,343.00	USD
	Insurance value *	43,433,434.00	NGN
	Total C&F value	2,831,072.00	USD
	Total FOC	0.00	USD
	Proforma		
	Proforma Invoice Number *	361/1013	
	Proforma Invoice Date *	01/02/2013	
	Payment		
	Payment Mode *	27	Bills for Collection
	Payment Date	02/02/2013	
	Transfer Mode *	π	TELEGRAPHIC TRANSFER

3.1.5 Click on **Financial** tab to capture the **Bank and Financial** details. Complete all the data entries.

- a. Select Designated Bank
- b. Select Source of Funds
- c. Select Currency Code
- d. Enter Exchange Rate
   Note: Exchange Rate should not be less than 10% or more than 10% of CBN Rate
- e. Total FOB Value will be automatically calculated and displayed. Total FOB Value = SUM (ITEM FOB Value) + Total Ancillary charges
- f. Enter Total Freight Charges
- g. Enter Total Ancillary Charges
- h. Enter Insurance Value Insurance value should be 110% or more than FOB in Naira
- i. Total C & F Value will be automatically calculated and displayed. *Total C & F Value = Total FOB Value + Total Freight charges*
- j. Total FOC will be automatically calculated and displayed Total FOC = Summation of FOB Value for Free of Charge Item(s)
- k. Enter Proforma Invoice Number
- I. Enter Proforma Invoice Date
- Note: Accepted Proforma invoice Date must be less than 90 days.
- m. Select Payment Mode
- n. Enter Payment Date
- o. Select Transfer Mode
- p. Select Terms of Delivery
- 3.1.6 Click on **Goods** tab to add the item/ details. Enter the General Goods Description and add item details by clicking on **Add** button.



		CBN <del>-</del>	
Home > CBN > CBN Form			0
CBN Form Operations	CBN Form - Fill Form M		
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	Import XML View/Print PDF	Verify Store	Submit
Q Search	Header Names & Parties Transport Financial Goods Attachments Endorsement		
CBN Services CBN Downloads	General Goods Description *		
	List of Items		
	Hem# HS Code Destriction of State of Goods Country of Origin Sectoral Purpose Net Weig Add 0	ht FOB Value Fr	reight Charges

## 3.1.7 Item description page will be displayed. Complete the data entries.

controllino perduono	CBN Form - Fill Form M									
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	Import XML View/Print PDF			Verify	Store	Submit				
Q Search	Header Names & Parties Transport Fina	ncial Goods Attachm	ents Endorsemen	t						
CBN Services	Item Number	1								
CBN Downloads		1								
	HS Code *	8407320000								
	Spark-ignition reciprocating piston engines for vehicles, >50 but not exceeding 250cc									
	Commercial Description of Goods	Spark-ignition								
	State Of Goods *	N	New							
	Country of origin *	US United States								
	Sectoral Purpose *	C0301								
	Packages *	12	BX	Box						
	Net Weight (kg)	1234.000								
	Quantity / Unit Of Measurement *	12.000	U	Unit						
	Unit Price (currency) *	50,000.00								
	FOB Value	600,000.00								
	Freight Charges (currency)	4,903.17								

- a. Enter HS code
  - Note that when entering the HS code, the system will display the list codes which contain the same value. Use the scrollbar to move up and down the list of codes.
  - To search for HS code, click on HS Code hyperlink.

Header	Name	s & Parties	Transport	Financial	Goods	Attachments		
Item I	lumber			1				
HS Co	ode *			SUGGEST (MIN 2)				
Comn	Commercial Description of Goods *							

• Tariff Finder window will be displayed. Define Search parameters then click on **Find** button.

Tariff Finder	×
Code	
Description start Tractor	
	Close



 Records that match the search parameter will be displayed. Double click on selected HS code to import it on blank form.

Code		•		
Description	conta	• T	ractor	
Find				
Code 🗘	•	•	Description 0	
370190	00	91	Other tractors imported CKD OR SKD by established manufacturers	
670110	00	00	Pedestrian controlled tractors	
370120	00	00	Road tractors for semi trailers	
843320	00	00	Other Mowers including cutter bars for tractor mounting	
370190	00	99	Other tractors	
843010	00	00	Pile-drivers and pile-extractors	
870190	00	92	Other tractors including fully built agricultural tractors	
870130	00	00	Track-laying tractors	
850940	00	00	Electro-mechanical domestic food grinders & mixers; fruit or vegetable juice extractors	

HS code and its description will be imported to CBN blank form.

ltem Number	1	
HS Code *	8701100000	Pedestrian controlled tractors
Commercial Description of Goods *		

 The system automatically displays the Agency name where the entered HS code needs to comply with its regulatory requirements:

CBN Form - Fill Form M		
Import XML View/Print PDF		Verify
Header Names & Parties Transport Fina	ancial Goods Attachments	Endorsement
Item Number	1 SON regulated product	
HS Code *	2523210000	White cement, whether or not artificially coloured
CBN Form - Fill Form M		
Import VMI		Verify
		veny

1 NAQS regulated product

0201200000

Meat of bovine animals fresh or chilled; other cuts with bone

- b. Enter Commercial Description of Goods
- c. Select State of Goods

Item Number

HS Code \*

- d. Enter Country of Origin
- e. Select Sectoral Purpose
- f. Enter Number Packages
- g. Select Type of Packages
- h. Enter Net Weight (kg)
- i. Enter Quantity
- j. Select Unit of Measurement
- k. Enter Unit Price (currency)
- I. FOB Value will be automatically calculated and displayed. FOB Value = Quantity \* Unit Price
- m. Freight Charges (Currency) will be automatically calculated and displayed. Freight Charges = (Item FOB/ (Total FOB-Total Ancillary Charges)) \* Total Freight charges)

- n. Tick Free of Charge tick box if necessary
- o. Click on Add button to add the item details; otherwise Cancel button
- p. To add another item, repeat steps 3.1.7 to 3.1.8.

#### 3.1.8 List of items will be displayed.

Home > CBN > CBN Form									Contraction of the second seco	
CBN Form Operations	CBN Form	- Fill Form	М							
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	Import XN	IL View/	Print PDF					Verify	Store	Submit
Q Search	Header Na	mes & Parties	Transport	Financial	Goods	Attachments	Endorsement			
CBN Services										
CBN Downloads	General Go	ods Descripti	on *	Car P	arts					
	List of ite	ems								
		Item#	HS Code	Description Of Goods	State O Goods	f Country of origin	Sectoral Purpose	Net Weight	FOB Value	Freight Charges
	Add	2						2468.000	1440000.00	4533.00
	/ ≘	1	8407320000	Spark-ignition	N	US	C0301	1234.000	600000.00	1888.7
	/ 侖	2	8408900000	Compressi	N	US	C0301	1234.000	840000.00	2644.2

#### Note:

a. Click on Edit icon to edit item's details.



b. Click on **Delete** icon to delete the item.



c. Once Good details have been added, Total FOB value, Total C&F value and Total FOC fields will be automatically calculated and displayed on Financial Page.



CBN Form Operations	CBN Form - Edit Form M		
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	View/Print PDF		Verify Update Submit
Q, Search	Header Names & Parties Transport Fina	ancial Goods Attachm	ents Endorsement Support Information
CBN Services	Decignated Pank *	050	Turket
CBN Downloads	Designated bank	050	Ecobank
	Financial Details		
	Source Of Funds *	ASF	ACCUMULATED SYNDICATION FUNDS
	Currency code *	USD	United States Dollar
	Exchange rate *	157.20	157.1
	Total FOB Value	1,485,343.00	USD
	Total Freight charges *	4,533.00	USD
	Total Ancillary charges	45,343.00	USD
	Insurance value *	543,433,434.00	NGN
	Total C&F value	1,489,876.00	USD
	Total FOC	840,000.00	USD
	Proforma		
	Proforma Invoice Number *	361/1013	
	Proforma Invoice Date *	01/02/2013	
	Payment		
	Payment Mode *	27	Bills for Collection
	Payment Date	02/02/2013	
	Transfer Mode *	π	TELEGRAPHIC TRANSFER

#### 3.1.9 Click on Attachment tab to attached required document.

Agencies	ick links + Support + Downloads CBN +
Home > CBN > CBN Form	
CBN Form Operations	CBN Form - Fill Form M
Fill Form A Fill Form M Fill Form NCX	Import XML View/Print PDF Verify Store Submit
Fill Form NXP	
Q, Search	Header Names & Parties Transport Financial Goods Attachments Endorsement
CBN Services	List of Attachments
CBN Downloads	
	#         Type         Reference Number         Date         File           Image: SUGGEST         Image: Suggest Sugges

a. Uploading of required documents (e.g. Proforma Invoice. etc...)

Home > CBN > CBN Form									-	
CBN Form Operations	CBN Fo	orm - Fill Form I	M							
Fill Form A										
Fill Form M Fill Form NCX	Impo	rt XML View/F	Print PDF					Verify	Store	Submit
Fill Form NXP										
Q Search	Header	Names & Parties	Transport	Financial	Goods	Attachments	Endorsemen	t		
CBN Services	Liste	Attachmente								
CBN Downloads	List c	or Allachments								
		#	т	ype		Reference	: Number	Date		Eile
	4	Profo	ma Invoice			IF12345		07/05/2013		Upload

- Select document type
- Enter the Document Reference
- Enter the Document Date
- Attach the required document(s)
- Click on **Upload** button
- Upload page will be displayed, click on **Browse** button to select the document then click on **Upload** button to upload the document. Allowed document format and size are displayed on Upload file window.





• Notification message that "**Upload is completed**" will be displayed. Click on **Add (+)** icon to add the document.

		CBN -	
Home > CBN > CBN Form		<b>A</b>	*
CBN Form Operations	CBN Form - Fill Form M		
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	Import XML View/Print PDF	Verify Store	Submit
Q, Search	Header Names & Parties Transport Financial Goods Attachments Endorsement		
CBN Services	List of Attachments		
CBN Downloads			
	Upload is completed		×
	#         Type         Reference Number           +         Proforma Invoice         IF12345	Date 05/07/2013	File Upload

#### • Document will be added in the List of Attachments.

		CBN -	
Home > CBN > CBN Form			
CBN Form Operations	CBN Form - Fill Form M		
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	Import XML View/Print PDF	Verify Store	Submit
Q Search	Header Names & Parties Transport Financial Goods Attachments Endorsement		
CBN Services	List of Attachments		
CBN Downloads	List of Automotion		
	# Type Reference Number	Date	File
	+ SUGGEST		Upload
	✓ m         1         Proforma Invoice         IF12345         07/	/05/2013	Download

• To attach an additional document, repeat steps a to g.

#### • List of attached document/s will be displayed.

CBN Form Operations	CBN For	n - Fil	Form I	M							
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	Import	XML	View/F	rint PDF					Verify	Store	Submit
Q Search	Header I	lames	& Parties	Transport	Financial	Goods	Attachments	Endorseme	nt		
3BN Services	List of	Attool	monto								
CBN Downloads	LISU	Allaci	Intents								
		#		1	Type		Reference	e Number	Date		File
	+		SUGG	EST							Upload
	/ 1	1	Proforma	Invoice			IF12345		07/05/2013		Download
	/ 🏦	2	Proforma	Invoice			IF23456		07/05/2013		Download



- **b.** Attachment of electronic permit/certificate (e.g. e-SON Product Certificate, NAFDAC e-Permit/Certificate, Insurance Certificate).
  - The system requires attachment of electronic permit/certificate when the declared item is regulated either by SON or NAFDAC Agencies.

Header	Names & Parties	Transport F	Financial Goo	ds Attachm	ients End	lorsement		
Item N	lumber		1 SON	regulated prod	luct			
HS Co	HS Code * 8407330000 Recip piston engine, for veh. of Chapter 87, capacity>250<1000cc							
Header	Names & Partie	s Transport	Financial	Goods At	ttachments	Endors	sement	
Item I	Item Number 1 NAFDAC regulated product							
HS Code *				2301100000			urs, meals and pellets, of meat or meat offal; greaves	

 For SON, the system requires attachment of electronic certificate when declared HS code(s) is under for SON regulated items AND the Item Level – State of Goods is NEW).

Note: Ensure that the SON product electronic certificate is activated before using it as an attachment (refer to <u>TP-SON-SON Services Quick</u> <u>Guide-EN-Vx.x</u> for activation process at Trade portal download section).

• For Nigeria Insurers Associations (Certificate of Insurance), it is now a mandatory attachment for CBN Form M.

CBN Fo	orm - Fill Fo	rm M									
Impo	rt XML	ew/Print PDF							Verify	Store	Submit
8 The	There is no Certificate of Insurance attached     X										
Header	Names & Parti	es Transport	Financial	Goods	Attachments	Endorsement					
Scanned The file-s	Scanned document file-size limit is 2 MB. There is no overall limit for the total size of all attachments. The file-size of an attachment can be reduced by scanning it in black and white instead of grayscale and with a scanning resolution of 300dpi max.										
List o	of Attachme	nts									
	#		Tj	/pe		Re	ference Number	D	)ate		File
	+	Certificate o	finsurance								

• To attach any electronic permit/certificate, perform the following:

1.	Select corresponding agency's permit/certificate name from list of
	documents.

List of Attachments							
+	#	Type NAFDAC e-Permit/Certificate					
List of Attachments							
+	#	Type SON Product Certificate					

Note: For Insurance Certificate, "Certificate of Insurance" will autopupulate on List of Attachment with mandatory Reference Number field.



	List of At	tachments			
		# Туре	Reference Number	Date	File
	+	Certificate of insurance			Upload
	2. For SOI 1306/01	N, enter Product Ce 483"; date is option	rtificate document rei al.	ference	e.g. "L-
	List of Allaci	# Type	Reference Number	Date	File
	+	SON Product Certificate	L-1306/01483		Upload
	3. For NAf permit/c <b>NAFDA</b>	DAC e-permit/Certi ertificate's Approva C Registration Nul	ficate, enter the NAF al Reference for fres mber for enrolled per	DAC h applica mit. On	ation or Date entry
	neid, en		Previous Certificate/Permit N	umber	
		CBN-	Request Number	PI	E-8501202200006
			Request Date	21	1/05/2022
BN Form - Fill Form M			NAFDAC Registration Number	er Di	ARNA123
Import XML View/Print PDF		Verify Store Submi	Approval Date		
			Valid From	04	4/12/2021
eader Names & Parties Transport Financial	Goods Attachments Endors	ement	Valid To	03	3/11/2022
canned document file-size limit is 2 MB. There is no over	rall limit for the total size of all attach	ments.	Type of Use	M	ultiple Use
ne me-size oi an anaonmeni can bereduced by scannin 00dpi max.	g it in black and writte instead of gray	scale and white scanning resolution	Total Number of Items		1
List of Attachments			Total Amount	Ħ	135,000.00
# Type	Reference N - Jer	Date File	Amount To Be Paid	Ħ	0.00
+ NAFDAC e-Permit/Certificate	DARNA123	04/12/2021 Uplos	Current Division		

4. For Insurance Certificate, enter the **Certificate of Insurance Reference Number** e.g. "C/TEST/ABJ/013".

Scanned document file-size limit is 2 MB. There is no overall limit for the total size of all attachments. The file-size of an attachment can be reduced by scanning it in black and white instead of grayscale and with a scanning resolution of 300dpi max.								
List of Attachments								
#	Туре	Reference Number	Date	File				
+	Marine Insurance Certificate	C/TEST/ABJ/013		Upload				

5. Click on Add (+) button to add the electronic permit/certificate.

			сви 🗸 🛛 🖓
Home > CBN > CBN Form			
CBN Form Operations	CBN Form - Fill Form M		
Fill Form A			
Fill Form M	Import XML View/Print PDF		Verify Store Submit
Fill Form NXP			
Q Search	Header Names & Parties Transport Financial Goods Atta	chments Endorsement	
CBN Services	List of Attochmonto		
CBN Downloads	List of Attachments		
	# Туре	Reference Number Date	File
	+ SON Product Certificate	L-1306/01483 03/08/2015	

System Validations:

- ✓ Checks if the e-permit/certificate reference number exist, correct, has APPROVED status or APPROVED (for NAFDAC) but has on-going additional requested Quantity.
- ✓ Checks if the Certificate of Insurance exist and its Validity Date still active.
- ✓ For Certificate of Insurance, system checks if the Mode of Transport value of Form M and Insurance Certificate are matching otherwise, error message to be displayed.





- ✓ Checks if the TIN details of e-permit/Certificate (SON, NAFDAC, Insurance Certificate) and TIN details of CBN Form M are matching otherwise, error message will be displayed.
- ✓ When attaching renewed NAFDAC e-permit/certificate, system checks if its Previous Certificate/Permit Number is "Expired" or utilized. Previous Certificate/Permit must be utilized/used first prior its renewed Permit.

Agencies - Consign					
Hone 🗲 elicense elicense Operations New 🕶 Pernik / Carificate Envolvent Q. Beach	NAFDAC e-License - View App IntElevations, Stationer Adultities in B Export XML B Print View Header Names & Parties Thems. Assetm	PRCation Renewed	A24 Hare 3 e Linear Linear Operation Nea * Parent/Carificate Evaluat Q Search	NAFDAC e-License - View App Internutronul stanciem incustries un di Export XXII. Header Names & Partes Items Atsohm	Come Control Control Come Come Come Come Come Come Come Come
	Accirate Type	Nuclearer Q		Applicants Type	Markadar 🕜
	Carlfrata	8101		Certificate	8101
		Chemical Evaluation and Research: Permit to Import Industrial and Laboratory Chemicals			Chemical Evaluation and Research: Permit to Import Industrial and Laboratory Chemicals
	Application Number	1672622663687		Application Number	1522428411312
	Previous Certificate Permit Number	2019032636		Previous Certificate/Permit Number	
	Request Number	6101201901017		Renewed Permit Number	1672522653997
	Request Date	31/10/2019		Request Number	8101201901018
	Approval Reference	2019002637		Request Date	31/18/2019
	Approval Date	31/10/2019		Approval Reference	2019002836
	Valid From	14/01/2020		Approval Date	31/10/2019
	Valid To	31/12/2020		Valid From	31/10/2019
	Type of Use	Multiple Use 🔻		Valid To	31/12/2019
	Total Number of Items	4		Type of Use	Mulliple Use
	Total Amount N	1,242.00		Total Number of Items	
	Amount To Be Paid 🗰	0.00		Total Amount	234,230.00
	Current Division			Amount To Be Paid	6.00
	Division Status			Current Division	CER: Documentation
	CBN Status	- Adv rease		Division Status	
				CBN Status	Used

- ✓ Checks if the NAFDAC e-permit/certificate reference number is using Certificate codes allowed to be used/attached in Form M. Note that these e-permit/certificate codes are not allowed to attach in CBN Form M: 8105,8204,8205,8205,8406,8407, 8408, 8409, 8410.
- Checks if the NAFDAC e-permit/certificate reference number has "Single or Multiple" type of use value. Single usage can be attached one time only and Multiple can be attached several times in different Form Ms.

Head	er Names & Parties Items Attachm	ents Fees Support Information				
	Applicants Type	End User				
	Certificate	8101				
		Chemical Evaluation and Research: Permit to Import Industrial and Laboratory Chemicals				
	Application Number	1567068579682				
	Previous Certificate/Permit Number					
	Request Number	8101201900991				
	Request Date	29/08/2019				
	Approval Reference	2019002568				
	Approval Date	29/08/2019				
	Valid From	27/09/2019				
	Valid To	31/12/2019				
$\subset$	Type of Use	Multiple Use				
	Total Number of Items	89				



6. Electronic-permit/certificate will be added, click on *"View XXX Certificate"* link to view its certificate details.



7. Electronic-Permit/Certificate window will be displayed.

CBN Form - Fill Form M Legarit XM, Veen Fill FDF - same same lines lines frame for address between	Verty Store Subme
CBN Form -Fill Form M Integer Yula, Veen-Print Fight Header Same Einstein Transis Solat Macronet Instrument	Verty Store Submit
Economic document field per simple 2 142, there is no overall limit for the stark app of all appointed to the economic the technology of a limit of the stark of personal and with a scarving resolution.	af 300au was
2014         2014 House Devices         2010 House         2010 House           1.doType=PC&number=1-1306/01483         Coogle Chrome         2010 House         2010 House	ven 30n Press Gatter
STANDARDS ORGANISATION OF NIGERIA SUBCAP	<b>@</b>
Product Certificate	
sections discontinuo di visibili (disenso vi compare franceizone) 20. – E-120100 – E-120100 – E-12010 – 2010 – 1010 finisi ficanza ficanza fi firmatina 1.	
e d'alla Mandel and Thurch Types, double com, na single suit yeur anne d'anne annue anne anne anne anne anne anne	101 (54 0)
	And

Note:

 When Insurance e-certificate has been added, its Insurance value autopopulates on Financial Tab – Insurance Value field and field will be disabled.





Header	Names & Parties	Transport Fin	ancial	Goods	Attachments	Endorsem	nent
Desig	nated Bank *		01	1		First Ba	ank PLC Group
Finan	cial Details						
Sc	ource of Funds *		AS	ŝF		ACCU	MULATED SYNDICATION FUNDS
Cu	urrency Code *		Cł	łF		Switzer	rland Franc
Ex	change Rate *				173.0	00 172.34	5
То	tal FOB Value				55.0	00 CHF	
То	tal Freight Charges *	ŧ			3,242.0	0 CHF	
То	tal Ancillary Charges	;				CHF	
Ins	surance Value *				31,160,000.0	00 NGN	
То	tal C&F Value				3,297.0	0 CHF	
То	tal FOC				0.0	00 CHF	

- Certificate of Insurance can be used/attached in CBN FormM one time only.
- Cancellation of Certificate of Insurance which is already used in CBN Form M cannot be done unless its CBN Form M is Cancelled.
- 3.1.10 On **Endorsement** tab details, **Applicants** and **Authorized** Dealer Endorsement information will be displayed. It will be automatically updated by the system after Form M submission and validation processes.

	uick links + Support + Downloads CBN +
Home > CBN > CBN Form	
CBN Form Operations	CBN Form - Fill Form M
Fill Form A	
Fill Form M	Import XML View/Print PDF Verify Store Submit
Fill Form NXP	
Q Search	Header Names & Parties Transport Financial Goods Attachments Endorsement
CBN Services	
CBN Downloads	Applicant's Endorsement
	Date
	Name of Applicant's representative
	Authorised Dealer's Endorsement
	Date
	Endorsement Authorized Dealer

- 3.1.11 After having completed the all data entries of CBN Form and attached the necessary document/s, user can perform the following by clicking on its respective button:
  - a. Verify This is to verify the information used.
  - b. Store This is to store the newly created CBN Form to your computer. Stored Form M can be retrieved, update its details then perform appropriate operation.
  - c. **Submit** This is to submit the newly created CBN Form to process the application.

#### 3.2 Verify

3.2.1 Click on **Verify** button to verify the information used.



Agencies - Consignment -	Quick links - Support - Downloads	свл +
Home > CBN > CBN Form		
CBN Form Operations	CBN Form - Fill Form M	
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	Import XML View/Print PDF	Verify Store Submit
Q Search	Header Names & Parties Transport	Financial Goods Attachments Endorsement
CBN Services	Form Type	Form M
	Valid for FOREX (Y/N) *	Yes
	Prefix *	BA
	Applicant's banker (Authorized Dealer)	
	AD's Bank Code *	057 Zenith Bank
	AD's address	Nigeria
	Bank Branch *	57150149 VICTORIA ISLAND

3.2.2 Message notification that "*Form M has been verified*." will be displayed if information used is correct.

Agencies → Consignment → Quic	tk links - Support - Downloads		СВИ-
Home > CBN > CBN Form			
CBN Form Operations	CBN Form - Fill Form M		
Fill Form A			
Fill Form M Fill Form NCX Fill Form NXP	Form M has been verified		×
Q Search			
CBN Services	Import XML View/Print PDF		Verify Store Submit
CBN Downloads	Header Names & Parties Transport Fina	ancial Goods Attachments Endorsemen	t
	Form Type	Form M	
	Valid for FOREX (Y/N) *	Yes	
	Prefix *	BA	
	Applicant's banker (Authorized Dealer)		
	AD's Bank Code *	057 Zenith Bank	
	AD's address	Nigeria	
	Bank Branch *	57150149 VICTORIA ISLAND	

- Note1: The system will display a Warning Message when:
- a. Selected **Applicant's Dealer Bank** on Header Tab and **Designated Bank** on Financial are different. To ignore the message, click on (*Ignore warning*).

Home > CBN > CBN Form						C.	5
CBN Form Operations	CBN Form - Fill Form M						
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	Import XML View/Print P	DF			Verify	Store	Submit
Q, Search	Designated bank and authorized	l dealer bank are di	fferent. (Ignore wa	ming)			×
CBN Services							
CBN Downloads	Header Names & Parties Tran	sport Financial	Goods Attachme	ents Endorsement			
	Form Type	Form	м				
	Valid for FOREX (Y/N) *	Yes	•				
	Prefix *	СВ	•				
	Applicant's Banker (Authorized I	Dealer)					
	AD's Bank Code *	057		Zenith Bank			
	AD's Address	Niger	ia				
	Bank Branch *	57070	0012	CALABAR			



Agencies → Consignment → Qui	ck links ▼ Support ▼ Downloads		CBN-
Home > CBN > CBN Form			
CBN Form Operations	CBN Form - Fill Form M		
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	Import XML View/Print PDF		Verify Store Submit
Q, Search	A Designated bank and authorized dealer bank	are different. (Ignore wa	rning) ×
CBN Services			
CBN Downloads	Header Names & Parties Transport Fina	ncial Goods Attachme	ents Endorsement
	Designated Bank *	011	First Bank PLC Group
	Financial Details		
	Source of Funds *	ASF	ACCUMULATED SYNDICATION FUNDS
	Currency Code *	AUD	Australian Dollar
	Exchange Rate *	177.447	167.447

b. HS code declared in the Form M is under the List of Prohibited Items.

Agencies - Consignment - Home > CBN > CBN Form	Culcklinks + Support + Downloads CBN +	
CBN Form Operations	CBN Form - Edit Form M	
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	View/Print PDF Verify Update Submit Delete	
Q, Search	A HSCode 0105110000 in the form may fall under prohibition list (Ignore warning)	
CBN Services		
CBN Downloads	Header Names & Parties Transport Financial Goods Attachments Endorsement Support Information	
	General Goods Description * Settion	
	List of Items	
	Ittem# HS Code Description of State of Country of Sectoral Het Weight FOB Value Freight Charges	
	Add 1 12.000 14,544.00 123.00	
	Image: Contract of the second secon	.00

**Note2**: For the transaction that has declared any SON regulated HS codes, the system performs the following:

1. Notifies the specific required document(s) to be attached when there is no attached document(s).

CBN Form Operations	CBN Form - Fil	Form M								
il Form A il Form M il Form NCX il Form NXP	Import XML	View/Prin	It PDF					Verify	Store	Submit
Search	O There is no co	rresponding va	alid electronic SC	ON Product Certific	ate					×
BN Services										
8N Downloads	Header Names (	s Parties Tra	insport Financ	tial Goods At	achments End	lorsement				
	General Goods	Description *		Yamaha Boiler						
	List of Items									
		llem#	HS Code	Description of Goods	State of Goods	Country of Origin	Sectoral Purpose	Net Weight	FOB Value	Freight Charg
	Add	4					1	121.000	121.00	1,211.00
				Manuska Balan			10103	121 000	124.00	

2. Checks if the TIN number declared in the transaction is matching with TIN number used in attached electronic document otherwise, the system displays error message.



Home > CBN > CBN Form					
CBN Form Operations	CBN Form - Fill Form M				
Fill Form A					
Fill Form M	Import XML View/Print PDF			Verify Store	Submit
Fill Form NXP					
Q Search	O There is no corresponding valid electronic SON Product Certifica	ste			×
CBN Services					
CBN Downloads					
	Header Names & Parties Transport Financial Goods Atta	achments Endorsement			
	List of Attachments				
					_
	# Туре	Reference Number	Dale	File	
	SUGGEST				
	/ 📋 1 SON Product Certificate	L-1306/01483	20/02/2016	View SON Product Certificat	te

3. Provides a Warning message (*There is no corresponding valid electronic SON Product Certificate (Ignore warning)*) during verification or submission process when a transaction has declared SON regulated item and its State of Goods is either Perishables, Refurbished, Scrap or Used Goods.

	CBN+ CBN+
Home > CBN > CBN Form	
CBN Form Operations	CBN Form - Fill Form M
ill Form A Ill Form M Ill Form NCX Ill Form NXP	Import XML Vew/Print PDF Verify Store Submit
D, Search	There is no corresponding valid electronic SOR Product Certificate (Ignore warning)
OBN Services	
8N Downloads	Header Names & Parlies Transport Financial Goods Atlachments Endorsement
	General Goods Description * Vamaha Boler
	List of Items
	Item# HS Code Description of State of Coods Country of Origin Sectoral Purpose Net Weight FOB Value Freight Cra
	Add 1 121.000 121.00 1,211.00
	✓ 1 8402190000 Yamaha Boter U 4E A0102 121.000 121.00 1.2

#### 3.3 Store

3.3.1 To store the record in the system, click on Store button.

Agencies  Consignment Hame CRN CRN Form	Quick links ▼ Support ▼ Downloads	CI	
CBN Form Operations	CBN Form - Fill Form M		
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	Import XML View/Print PDF	Ver	fy Store Submit
Q Search	Header Names & Parties Transport	Financial Goods Attachments Endorsement	
CBN Services	Form Type	Form M	
Contorvinoida	Valid for FOREX (Y/N) *	Yes	
	Prefix *	BA	
	Applicant's banker (Authorized Dealer)		
	AD's Bank Code *	057 Zenith Bank	
	AD's address	Nigeria	
	Bank Branch *	57150149 VICTORIA ISLAND	

**Note**: Store operation will store the Form in the application and will not be visible to another user. Information of stored CBN form can be updated.

3.3.2 Message notification that "*Form M has been stored.*" will be displayed and **Support Information** window will be updated.



Agencies → Consignment → Qu	ick links + Support + Downloads CBN +	
Home > CBN > CBN Form		
CBN Form Operations	CBN Form - View Form M	
Fill Form A		
Fill Form M Fill Form NCX Fill Form NXP	Form M has been stored.	×
Q Search		
CBN Services	C Export XML View/Print PDF	
CBN Downloads	Header Names & Parties Transport Financial Goods Attachments Endorsement Support Information	
	Owner IMP-formM1@ALL	
	Status Stored	
	Add Message	

Note: Form M will be displayed in view mode after Store operation is performed.

#### 3.4 Search

3.4.1 On CBN Form search page, define search parameter values and click on **Search** button.

Home > CBN > CBN Form						
CBN Form Operations	Search for CBN	Form				
Fill Form A						
Fill Form M	From Toro		A (50D)			
Fill Form NCX	Form Type	FormM	Amount (FOB)	equals 💌	291,185.00	
Fill Form NXP	Document Status	STORED	Submission Date	•		
Q Search	Form Number		Validation Date			
CBN Services	Application Number		Currency	SUGGEST (MIN 2)		
CBN Downloads	TIN/Applicant	SUGGEST (MIN 2)	Customs Office	01AP		
	HS Code	SUGGEST (MIN 2)	Bank Branch	57150149	_	
	Include Expired				Se	earch Reset

#### Note:

- a. To display all CBN Form records with different type and status, click on **Search** button without defining any search parameter values.
- b. Tick on the "**Include Expired**" box to include all CBN Form records with expired validity in the search results.

#### 3.4.2 Record that matches the search parameter will be displayed.

Loaded 1	L doo	cuments of 1								х
	Тур	Status	Form Number	Application Number	Curr. Code	Applicant Name	сио	Amount (FOB)	Submission Date	Validation Date
♥ / 前	IM	STORED			AUD	MICKEY LADE	01AP	291,185.00		

#### Note:

a. Click on **View** icon to open the CBN Form M Information in the current window.





b. Click on Edit icon to modify the contents of CBN Form M.



c. Click on Delete icon to delete the stored Form M.



d. Right click on any operation's icon or operation's name hyperlink to view other operations.

	ded 1 documents of 1	C	BN Form Op	perations	CBN For
200	Typ Status Form Number	F	ill Form A		Import
•/	M STORED	F	ill Form	Open Link in New <u>T</u> ab	
	Open Link in New <u>T</u> ab	F	Il Form	Open Link in New Window	"
	Open Link in New Window	(	<b>Q</b> Sear	Open Link in New Private	Window
	Open Link in New Tab         Fill Form         Open Link in New Window           Open Link in New Window         Q         Seat         Open Link in New Private Window           Open Link in New Window         Q         Seat         Open Link in New Private Window           Open Link in New Window         Q         Seat         Sectors and the Private Window           Bookmark This Link         CBN Ser         Sookmark This Link         Save Ling As           Save Ling As         CBN Doi         Carv Link Location	C	BN Ser	Bookmark This Link	
	Copy Link Loc <u>a</u> tion			Copy Link Location	
	Inspect Element (Q)		CBN Form Operations CBN Fill Form A Fill Form Open Link in New Jab Fill Form Open Link in New Window Q, Sea CBN Ser CBN Dov Link Link As Copy Link Locgition Inspect Element (Q)		

General Remarks:

- 1. Users can only search, view and edit their own generated CBN form.
- 2. Users can view different status of their submitted CBN Forms.

#### 3.5 Update

3.5.1 To update the details of any stored Form M details, go to CBN Search page then retrieve the Form M. From search result page, select the Form M record then click on **Edit** icon to edit Form M details.

Loaded 1	docu	uments of 1								×
_	Тур	Status	Form Number	Application Number	Curr. Code	Applicant Name	сио	Amount (FOB)	Submission Date	Validation Date
< 🖊 îi	IM S	STORED			AUD	MICKEY LADE	01AP	291,185.00		
$\mathbf{\tilde{\mathbf{v}}}$										

3.5.2 Form M details will be displayed. Modify the contents of Form M and/or attach necessary document/s then click on **Update** button to store/save the changes made in Form M information.



Agencies - Consignment -	CBN - Quick links - Support - Downloads	
Home > CBN > CBN Form	<u> </u>	
CBN Form Operations	CBN Form - Edit Form M	
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	View/Print PDF Verify Update Subm	it Delete
Q, Search	Header Names & Parties Transport Financial Goods Attachments Endorsement Support Information	tion
CBN Services	Form Type Form M	
CBN Downloads	Valid for FOREX (Y/N) * Yes	
	Prefix * CB	
	Applicant's Banker (Authorized Dealer)	
	AD's Bank Code * 057 Zenith Bank	
	AD's Address Nigeria	
	Bank Branch      S7150149 VICTORIA ISLAND	

#### 3.5.3 Message notification that "Form M has been updated." will be displayed.

CBN Form Operations	CBN Form - View Form	A					
Fill Form A							
Fill Form M Fill Form NCX Fill Form NXP	Form M has been updated.						
Q Search	Ch Evront VML Mound	Drint DDE					
CBN Services	C Export XML View/						
CBN Downloads	Header Names & Parties T	ransport Financia	Goods A	Attachmen	ts Endorsement	Support Information	
	Form Type	Fo	rm M				
	Valid for FOREX (Y/N)	Ye	s	-			
	Prefix	CE	3	-			
	Applicant's Banker (Authoriz	ed Dealer)					
	AD's Bank Code	05	7		Zenith Bank		
	AD's Address	Nij	geria				
	Bank Branch	57	150140				

3.5.4 Status of Form M after update operation remains Stored.

#### 3.6 Submit

3.6.1 The user has the option to immediately submit the newly created Form M by clicking on **Submit** Button.

Agencies								CBN <del>-</del>	
Home > CBN > CBN Form									
CBN Form Operations	CBN Fo	orm - Edit Form	M						
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	View	Print PDF					Verify	Ipdate Sut	Delete
Q Search	Header	Names & Parties	Transport	Financia	Goods	Attachments	Endorsement	Support Inform	mation
CBN Services	Form Type				m M				
CBN Downloads	Valid f	or FOREX (Y/N) *		Ye	s	•			
	Prefix	•		CE		-			
	Applic	ant's Banker (Autho	orized Deale	r)					
	AD	's Bank Code *		05		Ze	enith Bank		
	AD	's Address		Ni	eria				
	Ba	nk Branch *		57	50149	VI	CTORIA ISLAND		



3.6.2 Confirmation message will be displayed which includes a cautionary message that "Declarant shall be prosecuted for any false declaration in line with applicable laws and regulations of the Federal Government of Nigeria". Click on **Yes** button to submit the Form M.

Agencies - Consignment - Quic				
Home > CBN > CBN Form				
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	Import XML View/Print	Confirmation of Operation ×		
Q Search	Form M has been verified	(Declarant shall be prosecuted for any		
CBN Services		false declaration in line with applicable laws and regulations of the		
CBN Downloads	Header Names & Parties Tran	Federal Government of Nigeria)	t	
	Scanned document file-size limit is 2 The file-size of an attachment can be	Are you sure you want to <b>Submit</b> this application ?	t. e and with a scanning resolution of .	
	List of Attachments	Yes No	umber Date	
	+ SUGGEST			
	1 SON Product C			

3.6.3 Message notification that "*Form M has been submitted.*" will be displayed. Application Number will be generated and displayed.

			СВИ-	
Home > CBN > CBN Form				5
CBN Form Operations	CBN Form - View Form M			
Fill Form A				
Fill Form M Fill Form NCX Fill Form NXP	Form M has been submitted.			×
Q Search				
CBN Services	C Export XML View/Print PDF			
CBN Downloads	Header Names & Parties Transport Fina	ancial Goods Attachm	ents Endorsement Support Information	
	Form Type	Form M		
	Application Number	MF20130000271		
	Valid for FOREX (Y/N)	Yes 👻		
	Prefix	СВ		
	Applicant's Banker (Authorized Dealer)			
	AD's Bank Code	057	Zenith Bank	
	AD's Address	Nigeria		
	Bank Branch	57150149	VICTORIA ISLAND	

#### Note:

Application Number - This is automatically generated after Importer has submitted the CBN Form and will be *rotated every year (i.e. start from 1 for every year)*. It has the following format: [ZZ][YYYY][XXXXXXX]:
 ZZ- (MF, AA, EX, NX)

Form M: MF, Form A: AA, Form NXP: EX, NCX: NX YYYY- Current Year XXXXXXX- Current Sequential no.

e.g. Form M: MF20130000105

b. Support Information tab will display historized details of Form M operations information. This feature applies to all CBN Forms.



Agencies → Consignment → Quio	ck links + Support + Downloads CBN +	
Home > CBN > CBN Form		
CBN Form Operations	CBN Form - View Form M	
Fill Form A		
Fill Form M Fill Form NCX Fill Form NXP	Form M has been submitted.	
Q Search	C Event VIII View/Brief DDE	
CBN Services		
CBN Downloads		
	Header Names & Parties Transport Financial Goods Attachments Endorsement Support Information	
	Owner IMP-formM1@ALL	
	Status Submitted	
	15/02/2013	
	[15:16:46] Importer FormM1 Importer FormM1 ( Importer Company ): Submit Submitted	
	Add Message	

c. After **Submit** operation, Applicants details will be updated on Endorsement page as shown below:

	k links + Support + Downloads CBN+	
Home > CBN > CBN Form		
CBN Form Operations	CBN Form - View Form M	
Fill Form A		
Fill Form M Fill Form NCX Fill Form NXP	Form M has been submitted.	
Q Search		
CBN Services	C Export XML View/Print PDF	
CBN Downloads	Under Name & Daties, Tarrent Constal, Outle Attachment, Endersman, Ownedditionalise	
	Header Names & Parties Transport Financial Goods Allachments Endorsement Support information	
	Applicant's Endorsement	
	Date 08/05/2013	
	Name of Applicant's Representative Importer FormM1 Importer FormM1	
	Applicant Name MCKEY LADEY COMMERCIAL COMPANY LIMITED	
	Authorised Dealer's Endorsement	
	Date	
	Endorsement Authorized Dealer	

d. Form M status will be changed from **STORED** to **SUBMITTED**.

Loaded :	1 doo	cuments of 1								х
	Тур	Status	Form Number	Application Number	Curr. Code	Applicant Name	сио	Amount (FOB)	Submission Date	Validation Date
•	IM	SUBMITTED		MF20130000271	AUD	MICKEY LADE	01AP	289,975.00	08/05/2013	

- Note: For CBN Form and NAFDAC integration, when the CBN Form M with attached NAFDAC e-permit/certificate has been submitted, your NAFDAC e-permit will be marked in NAFDAC Application as "Used" or "Locked" as shown below:
- 1. NAFDAC CBN Form M markings:
- Used NAFDAC e-permit/certificate Type of Use is "Single" usage.
- Locked NAFDAC e-permit/certificate Type of Use is "Multiple" usage.

e.g. 8101 - Chemical Evaluation and Research: Permit to Import Industrial and Laboratory Chemicals Type of Use = "**Multiple**" so its CBN Form M value in NAFDAC application will be "Used"



adad 1 document(c) of 1								
Status Division	CBN Certificate	Product Applica	tion Request	Request Approva	Approval	Company	Directorate [	Divison
Approved Approved Ur	sed 3101	15682162	274 8101201900 1	11/09/2019 2019002.	. 11/09/2	0002970	CER	Code
ider Names & Parties Items /	Attachments Fe	ees Support Infor	mation					
Applicants Type	End U	lser	8					
Certificate	8101		Chemical Evaluation a	nd Researc				
Application Number								
Application Number		216274591						
Previous Certificate/Permit Number		002572						
Request Number		8101201900997						
Request Date	11/09/	11/09/2019						
Approval Reference	20190	002573						
Approval Date	11/09/	/2019						
Valid From	08/01/	/2020						
Valid To	31/12/	31/12/2020						
Type of Use	Multip	ple Use 🔻						
Total Number of Items		2	-					
Total Amount	#	32,434.00						
Amount To Be Paid	#	0.00						
Current Division								
Division Status	Appro	wed						
CBN Status	Used							

#### 3.7 Deleting Stored CBN Form

3.7.1 To delete stored CBN Form M from your computer, open the form then click on **Delete** button.

								CBN-	
Home > CBN > CBN Form								Contraction of the second seco	
CBN Form Operations	CBN Fo	orm - Edit Form	М						
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	View	/Print PDF					Verify	pdate Submit	Delete
Q, Search	Header	Names & Parties	Transport	Financial	Goods	Attachments	Endorsement	Support Informatio	n
CBN Services	Form	Type		Eo	m M				
CBN Downloads	Valid f	or FOREX (Y/N) *		Ye	5	•			
	Prefix	•		BA		•			
	Applic	ant's banker (Autho	orized Dealer	)					
	AD	)'s Bank Code *		057		Ze	enith Bank		
	AD	's address		Nig	eria				
	Ba	ink Branch *		570	40068	EK	POMA		

3.7.2 Confirmation message will be displayed. Click on **Yes** button to delete the stored Form M.





3.7.3 Message notification that "*Form M has been deleted.*" will be displayed and <u>Search for CBN Form page appears.</u>

					CBN 🕶	
Home > CBN > CBN Form						
CBN Form Operations	Search for CBN	Form				
Fill Form A						
Fill Form M Fill Form NCX Fill Form NXP	Form M has been o	deleted.				×
Q Search						
CBN Services	Form Type	FormM	Amount (FOB)	•		
CBN Downloads	Document Status	•	Submission Date			
	Form Number		Validation Date			
	Application Number		Currency	SUGGEST (MIN 2)		
	TIN/Applicant	SUGGEST (MIN 2)	Customs Office	SUGGEST (MIN 2)		
	HS Code	SUGGEST (MIN 2)	Bank Branch	SUGGEST (MIN 2)		
	Include Expired				Sea	rch Reset

**Note**: Deleting stored Form M can be done also on Search Results page by clicking on **Delete** icon.

Loaded 1	doc	uments of 1								×
-	Тур	Status	Form Number	Application Number	Curr. Code	Applicant Name	сио	Amount (FOB)	Submission Date	Validation Date
•. (î)	IM	STORED			AUD	MICKEY LADEY	01AP	291,185.00		

## 3.8 Export XML

3.8.1 To export Form M details into XML file, open the Form M record then click on **Export XML** button at menu bar.



Agencies ▼ Consignment ▼ Quic	k links ▼ Support ▼ Downloads	сви-	
Home > CBN > CBN Form			
CBN Form Operations	CBN Form - View Form M		
Fill Form A			
Fill Form M	C Export XML View/Print PDF		
Fill Form NXP			
	Header Names & Parties Transport Fina	ancial Goods Attachments Endorsement Support Information	
Q Search			
CBN Services	Form Type	Form M	
CBN Downloads	Application Number	MF20130000039	
	Valid for FOREX (Y/N)	Yes	
	Prefix	BA	
	Year	2013	
	Applicant's banker (Authorized Dealer)		
	AD's Bank Code	023 CITIBANK NIGERIA LIMITED	
	AD's address	Nigeria	
	Bank Branch	23080133 ABUJA	
	Form Number	BA02320130000001	
	Valid Until	12/01/2014	

3.8.2 XML report dialogue box is displayed. Either tick on option **Open with** or **Save File** then click on **OK** button to open the XML details.

Agencies ← Consignment ← Qu Home > CBN > CBN Form	ick links	wnloads CBN+	
CBN Form Operations Fill Form A Fill Form M Fill Form NCX Fill Form NCP	CBN Form - View Fo	orm M View/Print PDF	
Q Search	Header Names & Partie	es Transport Financial Goods Attachments Endorsement Support Information	
CBN Services	Form Type	Form M	
CEN Downloads	Application Number Valid for FOREX (Y/N) Prefix Year Applicant's Banker (Au AD's Bank Code AD's Address Bank Branch	Opening Form_M_1.xml  You have chosen to open: Form_M_1.xml which is: XML Document from: https://app.trade.gov.ng What should Firefox do with this file?  © Open with XML Editor (default)  Save File Do this gutomatically for files like this from now on.	
	Form Number Valid Until	OK Cancel	

3.8.3 Generated XML file will be displayed. Click on **File** menu then select **Save as** option from dropdown menu to save the file on your computer.



Agencies ▼ Consignment ▼ Quick Home > CBN > CBN Form	∶links∓ Support∓ Dowr	nloads		CBN+
CBN Form Operations	CBN Form - View For	m M		
Fill Form M Fill Form NCX	C Export XML	/iew/Print PDF		
Q Search	Header Names & Parties	Transport Financial Goods	Attachments Endorsement	Support Information
CBN Services	Form Type	Form M		
CBN Downloads	- Notepad at View Help			
New Open	Ctrl+N E> <inf><i OT&gt;<cod> Ctrl+O WGT&gt;<gr5< td=""><td>FRX&gt;1<yea>2013L</yea></td></gr5<></cod><dis><cod>NG /&gt;<net>1111342</net><td>&gt;<ser>MF20130000039<!--5<br-->APP</ser></td></cod></dis><dst><c &gt;<foc>0</foc><at< td=""><td>SER&gt;<pfx>BA</pfx><bnk><ci +<br="">COD&gt;AEAJM</ci></bnk></td></at<></c </dst><cu TD&gt;<cod>003</cod><nam>IN</nam></cu </i </inf>	FRX>1 <yea>2013L</yea>	> <ser>MF20130000039<!--5<br-->APP</ser>	SER> <pfx>BA</pfx> <bnk><ci +<br="">COD&gt;AEAJM</ci></bnk>
Save Save As	Ctrl+S			
Page Setup. Print	Ctrl+P			
Exit				-
<				
	Form Number	BA0232013000	0001	
	Valid Until	12/01/2014		

### 3.9 Import XML

3.9.1 To import XML file into Form M blank form, click on Import XML button at menu bar.

Agencies - Consignment - Qu	ick links 👻 🖇	Support <del>-</del> Downloa	ds				CBN	-	
Home > CBN > CBN Form									
CBN Form Operations	CBN For	rm - Fill Form M							
Fill Form A Fill Form M Fill Form NCX Fill Form NXR	Impor	t XML View/Pr	int PDF				Verify	Store	Submit
Q Search	Header	Names & Parties	Transport	Financial	Goods	Attachments	Endorsement		
CBN Services Quick Links	Form Ty	уре		Form M					
	Valid fo	r FOREX (Y/N) *				•			
	Applica	ant's banker (Authoriz	ed Dealer)						
	AD':	s Bank Code *		023		•			
	AD's	s address							
	Ban	ik Branch *				-			

3.9.2 Import XML window will be displayed. Click on **Browse** button to select the XML file then click on **XML import** button.



Star FEDE						
Agencies +	mport XML					×
Home > CBN	C:\Users\OWT\Deskto					
CBN Form Op					0	Import from XML
Fill Form M Fill Form NCX	Impo	rt XML View/Pri	int PDF		Verify	XML Import Submit
Q Search						
CBN Services						
Quick Links		or FOREX (Y/N) *				
	Prefix					
		ant's banker (Authoriz				

3.9.3 Details of Header, Name and Parties, Transport, Financial and Goods are imported into the Form M. For attachment, users need to manually upload document/s into the system. Start modifying the Form M details.

		сви +
Home > CBN > CBN Form		
CBN Form Operations	CBN Form - Fill Form M	
Fill Form A Fill Form M Fill Form NCX	Import XML View/Print PDF	Verify Store Submit
Q Search	Header Names & Parties Transport	Financial Goods Attachments Endorsement
CBN Services	Form Type	Course M
Quick Links	Volid for FOREX (VAI)	
	Valid IOLFOREX (T/N)	
	Prefix *	BA
	Applicant's banker (Authorized Dealer)	
	AD's Bank Code *	023 CITIBANK NIGERIA LIMITED
	AD's address	Nigeria
	Bank Branch *	00023 Headquarter

## 3.10 View/print PDF

3.10.1 To print Form M, click on **View/print PDF** button at menu bar.



Agencies ▼ Consignment ▼ Qu	uick links ▼ Support ▼ Downloads	CBN+
CBN Form Operations	CBN Form Mow Form M	
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	C Export XML View/Print PDF	
Q Search	Header Names & Farres Transport	inancial Goods Attachments Endorsement Support mormation
CBN Services	Form Type	Form M
CBN Downloads	Application Number	MF20130000039
	Valid for FOREX (Y/N)	Yes
	Prefix	BA
	Year	2013
	Applicant's banker (Authorized Dealer)	
	AD's Bank Code	023 CITIBANK NIGERIA LIMITED
	AD's address	Nigeria
	Bank Branch	23080133 ABUJA
	Form Number	BA02320130000001
	Valid Until	12/01/2014

3.10.2 A PDF report dialogue box is displayed. Either tick on option **Open with** or **Save File** then click on **OK** button to download the report.

Agencies	ck links	wnloads CBN -
Home > CBN > CBN Form		
CBN Form Operations	CBN Form - View Fo	orm M
Fill Form A Fill Form M Fill Form NCX Fill Form NXP Q Search CBN Services	C Export XML Header Names & Partin Form Type	Opening BA02320130000001.pdf
CBN Downloads	Application Number	What should Firefox do with this file?  Open with Adobe Acrobat 9.0
	Valid for FOREX (Y/N) Prefix	DownThemAll!     dTa OneClick!     C:\Users\OWT\Downloads\
	Year	Save File
	Applicant's banker (Au	Do this automatically for files like this from now on.
	AD's Bank Code	
	AD's address	OK Cancel
	Bank Branch	
	Form Number	BA02320130000001
	Valid Until	12/01/2014

3.10.3 PDF file will be displayed. On PDF file window click on **Print** icon on toolbar to print the record.



5 BA02320130	000001.pdf - Adobe Acrobat Pro	at said. 1	factor factored man in	ings Works Task	
File Edit Vie	w Document Comments Forms Tools A	dvanced Window Help			*
Create -	🖆 Combine 🔹 🄬 Collaborate 🔹 🍰 Se	acure 🔹 🥒 Sign 🔹 📑 Forms 👻 🚰 Multimedia	• 🌮 Comment •		
	🖹 🔝 🌮   🕁 🧇 💶 / 1 🏢	📐 🖑 🔍 🖲 🖲 143% 🚦 🔜 🔯	Find • 🔛 🕥 🚳		N 🕷 🗞 📼 🖬 💅
•		Print Printer			-
		Name: HP Color LaserJet CM2320 MFP Series PCL   Status: Paadu	Properties Comments and Forms:		
	CEN	Type: HP Color Laser Jet CM2320 MFP Series PCL 6	Document and Markups 👻	NISSIO	N ORIGINAL
572	FORE!	Print Range	Preview: Composite	ECREE 1995	Page 1 of 1
	Forn	Current view Current page		BERING	APPLICATION NUMBER
	(Applicat	Pages 1 Subset: All pages in range	A COLOR AND ADDRESS ADDRE	0000001	MF20130000039
		Reverse pages Page Handling			END OF VALIDITY 12/01/2014
	1. Name and Address of Applicant	Copies: 1 Collate	A CONTRACT OF A		
	CITIBANK NIGERIA LIMITED	Page Scaling: Shrink to Printable Area 🔹			ABUJA
	2. Applicant's Name and Address	Auto-Rotate and Center			5. Applicant's NEPC reg. No.
	PETROLINK NIGERIA LIMITED	Choose paper source by PDF page size	All Annual Control of		
	MOHAMMED STREET CENTRE BU	Use distom paper size when needed	*		8. Applicant's email
	DISTRICT ABUJA ABUJA ABUJA	Print to file	Units: Inches Zoom : 91%	_	singlewindowuser@yahoo.com
	9. Beneficiary's Name and Address	Print color as black	1/1	hone	12. Beneficiary's Fax
	Ferdi Macoy Jr.		Cruck Cruck		0123456788
_	123 Victoria Island, Lagos Nigeria	Summarize Comments	Canto		
-94		ferdimacoy@yahoo.c	om		
(U)	15. General Description of Goods	16. Net Weight	17. Gross Weight		18. Total number of Items
0	Car Parts		1111464 000		2 -

#### General Remarks:

- 1.All CBN forms printouts are unified hence each form is identified by form type.
- 2. Entry labels not applicable in printed form will be in greyed out.
- 3. Application features are generic to all CBN forms.

#### 3.11 Modification of Rejected Form M

Loaded 1 documents of 1										×
_	Тур	e Status	Form Number	Application Number	Curr. Code	Applicant Name	cuo	Amount (FOB)	Submission Date	Validation Date
	IM	QUERY		MF20140000014	USD	MICKEY LADE	01AP	26,762.00	17/01/2014	

3.11.2 Form M details will be displayed. Click on **Support Information** tab to check the details of rejection.



3.11.3 Start modifying the content of Form M then click on **Submit** button to submit the changes made in Form M.



	kuick links + Support + Downloads CBN +	
Home > CBN > CBN Form		
CBN Form Operations	CBN Form - Edit Form M	
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	View/Print PDF Verify St	ubmit
Q Search	Header Names & Parties Transport Financial Goods Attachments Endorsement Support Information	
CBN Services	List of Attachments	
CBN Downloads		
	#         Type         Reference Number         Date         F           +         SUGGEST         Up         Up         Up         Up	load
	✓ 前         1         SONCAP         SON123         09/01/2014         Dow	vnload

3.11.4 Message notification that "*Form M has been submitted.*" will be displayed and Support Information tab will be updated.

			CBN-				
Home > CBN > CBN Form							
CBN Form Operations	CBN Form - View Form M						
Fill Form A							
Fill Form M Fill Form NCX Fill Form NXP	Form M has been submitted.		×				
Q Search							
CBN Services	C Export XML View/Print PDF						
CBN Downloads	Header Names & Parties Transport Financial Goods Attachments Endorsement Support Information						
	Form Type Form M						
	Application Number	MF20140000014					
	Valid for FOREX (Y/N)	Yes 👻					
	Prefix	BA					
	Applicant's Banker (Authorized Dealer)						
	AD's Bank Code	057 Zenith Bank					
	AD's Address	Nigeria					
	Bank Branch	57040013 BENIN					

#### Note:

Status of Form M will be changed from "QUERY" to "SUBMITTED" after modification is made.

Loaded 1 documents of 1										
	Тур	e Status	Form Number	Application Number	Curr. Code	Applicant Name	сио	Amount (FOB)	Submission Date	Validation Date
۲	IM	SUBMITTED		MF20140000014	USD	MICKEY LADE	01AP	26,762.00	17/01/2014	

#### 3.12 Post Entry Modification

3.12.1 From CBN Form search result page, select the Form M record then click on **Edit** icon to edit Form M details.

Typ Status	Form Number	Application Number	Curr. Code	Applicant Name	сио	Amount (FOB)	Submission Date	Validation Date
IM QUERY	CB05720130000061	MF20130000270	AUD	MICKEY LADE	01AP	289,975.00	08/05/2013	08/05/2013

- a. Authorised Bank must first execute the post entry operation in order for the importer to update the Form M content.
- b. Registered Form M on which Post Entry has been made by authorized bank will have a "**QUERY**" status.
- c. Post entry can only be made on registered Form M.



3.12.2 Form M details will be displayed. Start modifying the contents of Form M then \_\_\_\_\_\_ click on **Submit** button to submit the changes made in Form M.

			CBN-
Home > CBN > CBN Form			
CBN Form Operations	CBN Form - Edit Form M		
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	View/Print PDF		Verify Submit
Q Search	Header Names & Parties Transport	Financial Goods Attachments Endorsement	Support Information
CBN Services	Form Type	Form M	
CBN Downloads	Application Number	MF20130000270	
	Valid for FOREX (Y/N) *	Yes	
	Prefix *	СВ	
	Year *	2013	
	Applicant's Banker (Authorized Deale	r)	
	AD's Bank Code *	057 Zenith Bank	
	AD's Address	Nigeria	
	Bank Branch *	57070012 CALABAR	
	Form Number	CB05720130000061	
	Valid Until	04/11/2013	

Note: The editable fields are the following:

- a. Header Tab
  - Valid for Forex (Yes or No)?
  - Bank Branch
- b. Transport Tab
  - Customs Office
  - Mode of transport
  - Country of Supply
  - Port of Loading
  - Port of discharge
  - Shipment date
- c. Financial Tab:
  - Designated Bank
    - Note that Designated Bank is editable only when:
    - a. Authorized Dealer's Bank is Non-Duty Collecting
    - b. Designated Bank was removed from active list after eForm M registration
  - Source of Funds
  - Transfer Mode
  - Terms of Delivery

Note: Payment (Mode/Date) – editing of the fields values are restricted to CBN only.

- d. Goods Tab:
  - Item level Country of Origin
- e. Attachments Tab
  - User can add attachments only (note: User cannot delete attached documents)
- 3.12.3 Message notification that "*Form M has been submitted.*" will be displayed and **Support Information** box will be updated.



Agencies 🕶 Consignment 👻 Qui	ck links + Support + Downloads CBN +						
Home > CBN > CBN Form							
CBN Form Operations	CBN Form - View Form M						
Fill Form A							
Fill Form M Fill Form NCX Fill Form NXP	Form M has been submitted.						
Q Search	re Export XMI View/Print PDE						
CBN Services							
CBN Downloads	Header Names & Parties Transport Financial Goods Attachments Endorsement Support Information						
	Owner IMP-formM1@ALL						
	Status SUBMITTED						
	08/05/2013						
	[11:00:47] Importer FormM1 Importer FormM1 ( Importer Company ): Submit SUBMITTED						
	[11:11:15] Zenith User1 ( Zenith Bank ): Reject QUERY Please attach SONCAP certificates.						
	[11:56:09] Importer Formin1 Importer Formin1 (Importer Company ): Submit SUBMITTED Attached the SUNCAP Certificates [12:11:13] Zanžh Lleert ( Zanžh Bank ): Validate VALIDATED						
	[12:12:57] SCA User1 ( Cotecna ): Register REGISTERED						
	[12:22:14] Zenith User1 (Zenith Bank): Post Entry QUERY Form M details need to be updated						
	[14:04:35] Importer FormM1 Importer FormM1 ( Importer Company ): Submit SUBMITTED						
	Add Message						

#### Note:

Status of Form M will be changed from "**QUERY**" to "**SUBMITTED**" after post entry modification has been made.

Loaded :	Loaded 1 documents of 1										
	Тур	Status	Form Number	Application Number	Curr. Code	Applicant Name	сио	Amount (FOB)	Submission Date	Validation Date	
۲	IM	SUBMITTED	CB05720130000061	MF20130000270	AUD	MICKEY LADE	01AP	289,975.00	08/05/2013	08/05/2013	

#### 3.13 Form M Validity Extension

- 3.13.1 The user needs to request Form M Validity extension to designated Bank where he processed the Form M.
- 3.13.2 When request has been approved, Form M extended validity will be displayed as \_\_\_\_\_\_shown below:

			CBN+					
Home > CBN > CBN Form								
CBN Form Operations	CBN Form - View Form M							
Q Search	C Export VMI View/Print DDE							
CBN Services	B EXPORTANCE VIEW/PHILEPDI							
CBN Downloads	Header Names & Parties Transport Fina	ancial Goods Attachments Endorsement	Support Information					
	Form Type	Form M						
	Application Number	MF20130000039						
	Valid for FOREX (Y/N)	Yes						
	Prefix	BA						
	Year	2013						
	Applicant's banker (Authorized Dealer)							
	AD's Bank Code	023 CITIBANK NIGERIA LI	MITED					
	AD's address	Nigeria						
	Bank Branch	23080133 ABUJA						
	Form Number	BA02320130000001						
	Valid Until	07/01/2015						
	Original Validity Date	12/01/2014						



#### 3.14 Form M's C and F value Excess Allowance

- 3.14.1 The user needs to request an increase of Form M's C & F value excess allowance to designated Bank where he processed the Form M.
- 3.14.2 Banks to request an increase of Form M's C & F value excess allowance to CBN when necessary.
- 3.14.3 CBN to approve the amount of Form M Excess allowance. Approved amount will be displayed at Form M Support Information tab including its details.

Fill Form A Fill Form M Fill Form NCX Fill Form NXP	C Export XML View/Print PDF									
TII Form M TII Form NCX TII Form NXP	C Export XML View/Print PDF									
III Form NCX										
ill Form NXP										
u, search	Header Names & Parties Transport Financial Goods Attachments Endorsement Support Information									
BN Services	Owner BNK-011-002@011									
BN Downloads	Status REGISTERED									
	02/09/2015									
	[15:27:05] first 002 VL ( First Bank ): Submit SUBMITTED									
	[15:28:07] Ferdi Macoy ( Webb Fontaine ): Validate VALIDATED									
	[15:28:21] WF Support ( Nigerian Customs Service ): Register REGISTERED									
	21/09/2015									
	[11:38:12] first 001 SB (First Bank ): To CBN : Requested to increase its Total C&F Value from 3.212 CAD to 10,000 CAD due to Importer's request									
	11:37:40] CBN User1 ( Central Bank of Nigeria ): Added excess allowance 10,000.00 CAD									

## **General Remarks:**

a. Status of CBN Form M will be changed from "SUBMITTED" to "VALIDATED" after it has been validated by **Bank**.

Loaded 1	doo	cuments of 1								х
	Тур	Status	Form Number	Application Number	Curr. Code	Applicant Name	сио	Amount (FOB)	Submission Date	Validation Date
۲	IM	VALIDATED	CB05720130000059	MF20130000269	AUD	MICKEY LADE	01AP	291,174.00	08/05/2013	08/05/2013

- b. Initial Validity of Form M after validation:
  - Initial validity for general merchandise is 360 days.
  - Initial validity for plant, machinery and equipment is 720 days.
- c. Form M Extension initial validity extension can only be made by the authorized bank:
  - Validity for general merchandise is 180 days.
  - Validity for plant, machinery and equipment is 360 days.
- d. Any subsequent validity extension will be made by CBN:
  - There is no limit on how many times the validity extension could be made by CBN.
  - There is no limit for number of validity extension days that could be granted by CBN.
- e. All Form M on which no shipment has taken from the date of its registration will automatically be cancelled after 2 (two) years in the case of General Merchandise and 5 (five) years in the case of Plant, Machinery and Equipment.
- f. Form M Validity Extension can be done before or after the expiry of Validity Date.
- g. Form Number is automatically generated after the Bank has validated the CBN Form. Its format is **ZZXXXYYYY1234567**:



ZZ - Prefix (i.e. BA, CB, EX, IS, NX)
XXX- Bank code
YYYY- Year
1234567- Sequential number
Example: BA02320130000001
Note: EX, IS, NX are prefix for other CBN Forms (NXP, A, NCX).

h. Status of CBN Form M will be changed from "VALIDATED" to "REGISTERED" after it has been registered by Scanning Company.

	Loaded 1 documents of 1											x
			Тур	Status	Form Number	Application Number	Curr. Code	Applicant Name	сио	Amount (FOB)	Submission Date	Validation Date
l	(	•	M	REGISTERED	CB05720130000056	MF20130000262	AUD	MICKEY LADE	01AP	291,185.00	03/05/2013	03/05/2013

i. Short Message Service (SMS) notification format to be sent by the system to Importer after registration, rejection and cancellation of Form M has been made:

Form M with application number {applicationNumber} (form number {formNumber}, ADB:{bankname}) has been {operationNameMade} by user {company} on {Date/Time}.

j. Electronic mail notification format to be sent by the system to Importer after registration, rejection and cancellation of Form M has been made:

#### Dear User,

Form M with application number {applicationNumber} (form number {formNumber}, ADB:{bankname}) has been {operationNameMade} by user {company} on {Date/Time}.

#### message:

Should you experience issues with the CBN electronic forms application, please contact the support at support @trade.gov.ng.

#### NSW Trade Portal team

Information in this email intended solely for the use of the individual(s) to whom it is addressed or otherwise directed.

The recipient should check this email for the presence of viruses.

The Government accepts no liability for any damage caused by any virus transmitted by this email. If you are not the addressee or have received this message in error, please delete it as well as all copies from your system.

k. Status of Form M will be changed from "REGISTERED" to "RAR LOCKED" after its RAR has been registered. CBN Form M with RAR Locked status cannot be modified or cancelled.



I. After the validity date of Form M with "**RAR LOCKED**" status has been extended by Authorised Dealer Bank or CBN, its status remains "**RAR LOCKED**".

_											
	Loaded 1 documents of 1										
		Тур	Status	Form Number	Application Number	Curr. Code	Applicant Name	сио	Amount (FOB)	Submission Date	Validation Date
L	۲	M	RAR LOCKED	CB05720130000059	MF20130000269	AUD	MICKEY LADE	01AP	291,174.00	08/05/2013	08/05/2013



m. Status of Form M will be changed from "QUERY" to "CANCELLED" or "REGISTERED" to "CANCELLED" after Form M has been cancelled by CBN.

Loaded	1 doc	cuments of 1								×
	Тур	Status	Form Number	Application Number	Curr. Code	Applicant Name	сио	Amount (FOB)	Submission Date	Validation Date
۲	IM	CANCELLED	CB05720130000053	MF20130000264	AUD	MICKEY LADE	01AP	411,316.00	03/05/2013	03/05/2013

**Note**: CBN should be able to cancel Form M with **QUERY** and **REGISTERED** status only.

#### 4 FORM NXP OPERATIONS

#### 4.1 Create

4.1.1 To create new Form NXP record, click on CBN Form Operations then click on Fill Form NXP hyperlink.

					CBN+
Home > CBN > CBN Form					
CBN Form Operations	Search for CBN	Form			
Fill Form A					
Fill Form M Fill Form NCX	Form Type	FormM	Amount (FOB)	•	
Fill Form NXP	Document Status		Submission Date		
Q Search	Form Number		Validation Date		
CBN Services	Application Number		Currency	SUGGEST (MIN 2)	
CBN Downloads	TIN/Applicant	SUGGEST (MIN 2)	Customs Office	SUGGEST (MIN 2)	
	HS Code	SUGGEST (MIN 2)	Bank Branch	SUGGEST (MIN 2)	
	Include Expired				Search Reset

4.1.2 Fill Form NXP page will be displayed. Complete all data entries (Header, Names and Parties, Transport, Financial, Goods, Attachments, Endorsement).

Home > CBN > CBN Form		<u> </u>							
CBN Form Operations	CBN Form - Fill Form N								
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	Import XML View/Pr	int PDF				Verify	Store	Submit	
Q Search	Header Names & Parties	Transport Fir	nancial Goods	Attachments	Endorsement				
CBN Services CBN Downloads	Form Type		Form NXP						
	Applicant's banker (Author AD's Bank Code * AD's address Bank Branch *	ized Dealer)	023 Nigeria 23190094	СП	BANK NIGERIA LIN	IITED			I

Tab Name	Enter or select any values for the following fields:
Header	AD's Bank Code, Bank Branch
Name and Parties	Applicant TIN, Applicant's NEPC reg. No., Applicant's State Code, Applicant's City, Applicant's Phone, Applicant's Email, Consignee's Name, Consignee's Address, Consignee's Country, Consignee's Phone, Consignee's Fax, Consignee's Email and By order of.
Transport	Customs Office, Mode of Transport, Country of Origin, Country of Supply, Port of Loading, Port of Discharge, Inspection Agent and Shipment Date.
Financial	Designated Bank, Currency Code, Exchange Rate, Total



Tab Name	Enter or select any values for the following fields:
	Ancillary charges, Insurance Value, Proforma Invoice Number, Proforma Invoice Date, Payment Mode, Payment Date, Transfer Mode and Term of Delivery. <b>Note</b> : Total FOB Value, Total Freight Charges and Total C&F Values are automatically calculated and displayed.
Goods	General Goods Description, HS Code, Commercial Description of Goods, State of Goods, Sectoral Purpose, Type of Packages, No. of Packages, Gross Weight (kg), Net Weight (kg), Quantity, Unit of Measurement Code, Unit Price (currency), FOB Value and Freight charges (currency).
Attachment	Type of Document, Reference Number and Date.

#### 4.2 Verify

#### 4.2.1 Click on Verify button to verify the information used.

Agencies - Consignment - Qu	ick links ▼ Support ▼ Downlo	ads					CBN -		GP 上	
Home > CBN > CBN Form			-	-						
CBN Form Operations	CBN Form - Fill Form NXP									
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	Import XML View/Pr				Store Submit					
Q Search	Header Names & Parties	Transport I	Financial	Goods	Attachments	Endorsement				
CBN Services	Form Type		Form NXP							
CBN Downloads	Applicant's banker (Authorized Dealer)									
	AD's Bank Code *		023		сп	TIBANK NIGERIA LIMITED				
	AD's address	Nigeri	а							
	Bank Branch *	23190	23190094 LANLATE							

4.2.2 Message notification that "*Form NXP has been verified.*" will be displayed if information used is correct.

Agencies → Consignment → Quio			CBN-							
Home > CBN > CBN Form										
CBN Form Operations	CBN Form - Fill Form NXP	Form - Fill Form NXP								
FIII Form A FIII Form M FIII Form NCX FIII Form NXP	Form NXP has been verified									
Q Search	Import VMI View/Print DDE	Marifu Ctara Cubmit								
CBN Services										
CBN Downloads	Header Names & Parties Transport F	Financial Goods Attachments Endorseme	nt							
	Form Type	Form NXP								
	Applicant's banker (Authorized Dealer)									
	AD's Bank Code *	023 CITIBANK NIGERIA	LIMITED							
	AD's address	Nigeria								
	Bank Branch *	23190094 LANLATE								

## 4.3 Store

4.3.1 After completing all Form NXP entries, click on **Store** button to store the record in the system.



Agencies	Quick links 👻 Support 👻	Downloads					СВИ-				
Home > CBN > CBN Form							é				
CBN Form Operations	CBN Form - Fill	3N Form - Fill Form NXP									
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	Import XML				Verify Store	Submit					
Q Search	Header Names &	Parties Transport	Financial Go	oods Attac	chments	Endorsement					
CBN Services											
CBN Downloads	Form Type Form NXP										
	Applicant's bank	er (Authorized Dealer	)								
	AD's Bank Co	de *	023		сп	BANK NIGERIA LII	IITED				
	AD's address		Nigeria								
	Bank Branch *	×	23190094	4	LAM	NLATE					

4.3.2 Message notification that "*Form NXP has been stored.*" will be displayed and support information will be updated.

			СВИ-							
Home > CBN > CBN Form										
CBN Form Operations	CBN Form - View Form NXP									
Fill Form A										
Fill Form NCX Fill Form NXP	Form NXP has been stored.									
Q Search	C Export YML View/Brint BDE									
CBN Services										
CBN Downloads	Header Names & Parties Transport	Financial Goods Attachme	nts Endorsement Support Information							
	Form Type Form NXP									
	Applicant's banker (Authorized Dealer)									
	AD's Bank Code	023	CITIBANK NIGERIA LIMITED							
	AD's address	Nigeria								
	Bank Branch	23190094	LANLATE							

#### 4.4 Update

4.4.1 From Form NXP search result page, select the Form NXP record then click on **Edit** icon to edit Form NXP details.

I	oaded 1	docun	nents of 1								×
		Type Of FormX	Status	Form Number	Application Number	Currency Code	Applicant Name	Customs Office	Amount (FOB)	Submission Date	Validation Date
	01	EX	Stored			CVE	PETROLINK NI	01AP	24,578,964		
	$\sim$										

4.4.2 Form NXP details will be displayed. Modify the content and/or attach necessary document/s then click on **Update** button to save/store the changes made in NXP information.

Agencies	uick links ≠ Support ≠ Downloads							CBN+		
Home > CBN > CBN Form								- Pre-		
CBN Form Operations	CBN Form - Edit Form NXP									
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	View/Print PDF						Verify	ify Update Submit Delete		
Q Search	Header	Names & Parties	Transport	Financial	Goods	Attachments	Endorsement	Support Information		
CBN Services	Form Type				Form NXP					
CBN Downloads	Applicant's banker (Authorized Dealer)									
	AD'	s Bank Code *		023		С	TIBANK NIGERIA LIN	ITTED		
	AD's address Bank Branch *			Nig	eria					
				231	90094	U	LANLATE			



Agencies - Consignment - Qu	uick links 👻 Support 👻 Download	ls		сви-
Home > CBN > CBN Form				
CBN Form Operations	CBN Form - View Form N	IXP		
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	Form NXP has been updated.			×
Q, Search CBN Services	C Export XML View/F	Print PDF		
CBN Downloads	Header Names & Parties Tr	ansport Financial Goods	Attachments Endorsement	Support Information
	Form Type	Form NXP		
	Applicant's banker (Authorize	ed Dealer)		
	AD's Bank Code	023	CITIBANK NIGERIA LI	MITED
	AD's address	Nigeria		
	Bank Branch	23190094	LANLATE	

4.4.3 Message notification that "Form NXP has been updated." will be displayed.

## 4.5 Deleting Stored CBN Form

4.5.1 To delete stored CBN Form NXP from your computer, open the form then click on **Delete** button.

Agencies - Consignment - Quid	ck links	oads					CBN -	
Home > CBN > CBN Form							<u>Sec</u>	5
CBN Form Operations	CBN Form - Edit Form	NXP						
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	View/Print PDF					Verify	pdate Subm	Delete
Q Search	Header Names & Parties	Transport	Financial	Goods	Attachments	Endorsement	Support Information	
CBN Services	Form Type		Form	NXP				
CDN DOWNINGES	Applicant's banker (Autho	rized Dealer)						
	AD's Bank Code *		023		С	TIBANK NIGERIA LII	ITTED	
	AD's address		Niger	ria				
	Bank Branch *		2319	0094	U	ANLATE		

4.5.2 Confirmation message will be displayed. Click on **Yes** button to delete the stored Form NXP.



4.5.3 Message notification that "*Form NXP has been deleted.*" will be displayed and Search for CBN Form page appears.



Agencies 🕶 Consignment 🕶 Qu	uick links 👻 Support 👻	Downloads			CBN -	
Home > CBN > CBN Form						
CBN Form Operations	Search for CBN	Form				
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	Form NXP has bee	n deleted.				×
Q Search						
CBN Services	Form Type	FormM	Amount (FOB)			
CBN Downloads	Document Status		Submission Date			
	Form Number		Validation Date			
	Application Number		Currency	SUGGEST (MIN 2)		
	TIN/Applicant	SUGGEST (MIN 2)	Customs office	SUGGEST (MIN 2)		
	HS Code	SUGGEST (MIN 2)	Bank Branch	SUGGEST (MIN 2)		
	Show Expired				Searc	hReset

## 4.6 Submit

## 4.6.1 <u>To submit Form NXP, click on **Submit** button.</u>

Agencies ▼ Consignment ▼ Q	uick links - Support - Downloads	СВИ-
Home > CBN > CBN Form		
CBN Form Operations	CBN Form - Fill Form NXP	
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	Import XML View/Print PDF	· Verify Store Submit
Q Search	Header Names & Parties Transpo	ort Financial Goods Attachments Endorsement
CBN Services	Form Type	Form NXP
CBN Downloads	Applicant's banker (Authorized Dea	ller)
	AD's Bank Code *	023 CITIBANK NIGERIA LIMITED
	AD's address	Nigeria
	Bank Branch *	23190094 LANLATE

4.6.2 Confirmation message will be displayed. Click on **Yes** button to submit the Form NXP.

	pads	CEN-
	Confirm operation	×
	Are you sure you want to <b>Submit</b> application ?	this IV Update Submit Delete
Q Search	Ye	No presiment Support Information

4.6.3 Message notification that "*Form NXP has been submitted.*" will be displayed. **Application Number** will be generated and Support information will be updated.



Agencies	ck links ▼ Support ▼ Downloads		сви +		
Home > CBN > CBN Form					
CBN Form Operations	CBN Form - View Form NXP				
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	Form NXP has been submitted.			×	
Q Search	Ct Export YMI View/Print PDE				
CBN Services	C Export Xive ViewPrint PDF				
CBN Downloads	Header Names & Parties Transport Fin	ancial Goods Attachm	ents Endorsement Support Information		
	Form Type	Form NXP			
	Application Number	EX20130000214			
	Applicant's Banker (Authorized Dealer)				
	AD's Bank Code	023	CITIBANK NIGERIA LIMITED		
	AD's Address	Nigeria			
	Bank Branch	23190094	LANLATE		

#### 5 FORM NCX OPERATIONS

#### 5.1 Create

5.1.1 To create new Form NCX record, click on CBN Form Operation then click on **Fill Form NCX** hyperlink.

Agencies 🕶 Consignment 🕶 Qu					CBN-
Home > CBN > CBN Form					
CBN Form Operations	Search for CBN	Form			
Fill Form A					
Fill Form M Fill Form NCX	Form Type	FormM	Amount (FOB)		
Fill Form NXP	Document Status		Submission Date		
Q Search	Form Number		Validation Date		
CBN Services	Application Number		Currency	SUGGEST (MIN 2)	
CBN Downloads	TIN/Applicant	SUGGEST (MIN 2)	Customs Office	SUGGEST (MIN 2)	
	HS Code	SUGGEST (MIN 2)	Bank Branch	SUGGEST (MIN 2)	
	Include Expired				Search Reset

5.1.2 Fill Form NCX page will be displayed. Complete all data entries (Header, Names and Parties, Transport, Financial, Goods, Attachments, Endorsement).

Agencies  Consignment Home > CBN > CBN Form	Quick links • Support • Downloads		CEN+	
CBN Form Operations	CBN Form - Fill Form NCX			
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	Import XML View/Print PDI	F	Verify	Store Submit
Q Search	Header Names & Parties Transp	oort Financial Goods Attachme	ents Endorsement	
CBN Services	Form Type	Form NCX		
Con Downloads	Applicant's banker (Authorized De	aler)		1
	AD's address	Nigeria		
	Bank Branch *	23150047	IDUMOTA	
Tab Name	Enter or select an	y values for th	e following fi	elds:





Tab Name	Enter or select any values for the following fields:
Name and Parties	Applicant TIN, Applicant's State Code, Applicant's City, Consignee's Name, Consignee's Address, Consignee's country code, Consignee's Phone, Consignee's Fax <b>and</b> Consignee's email.
Transport	Customs office, Mode of Transport, Country of Origin, Country of Supply, Port of Loading, Port of Discharge and Shipment date.
Financial	Designated Bank
Goods	General Goods Description, HS Code, Commercial Description of Goods, State of Goods, Country of Origin, Sectoral Purpose, Type of Packages, No. Of Packages, Gross Weight (kg), Net Weight (kg), Quantity, Unit of Measurement Code, Unit Price (Currency), FOB Value and Freight charges (Currency).
Attachment	Type of Document, Reference Number and Date.

#### 5.2 Verify

#### 5.2.1 Click on Verify button to verify the information used in Form NCX.

Agencies	ick links + Support + Downloads CBN +
Home > CBN > CBN Form	
CBN Form Operations	CBN Form - Fill Form NCX
Fill Form A Fill Form M Fill Form NCX	Import XML View/Print PDF Verify Hore Submit
Q Search	Header Names & Parties Transport Financial Goods Attachments Endorsement
CBN Services	Form Type Form NCX
	Applicant's banker (Authorized Dealer)
	AD's Bank Code * 023 CITIBANK NIGERIA LIMITED
	AD's address Nigeria
	Bank Branch * 23150047 DUMOTA

5.2.2 Message notification that "*Verification is Done*." will be displayed if information used is correct.

Home > CBN > CBN Form			
CBN Form Operations	CBN Form - Fill Form NCX		
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	Form NCX has been verified		×
Q Search CBN Services	Import XML View/Print PDF	Verify	tore Submit
Quick Links	Header Names & Parties Transpor	t Financial Goods Attachments Endorsement	
	Form Type	Form NCX	
	Applicant's banker (Authorized Dealer)		
	AD's Bank Code *	023 CITIBANK NIGERIA LIMITED	
	AD's address	Nigeria	
	Bank Branch *	00023 Headquarter	

#### 5.3 Store

5.3.1 After completing all NCX entries, click on **Store** button to store the record in the system.



Agencies <del>▼</del> Consignment <del>▼</del> Qui						CBN <del>-</del>		
Home > CBN > CBN Form								
CBN Form Operations	CBN Form - Fill Form NC	CX						
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	Import XML View/Prin	nt PDF				Verify Sto	re Submit	
Q Search	Header Names & Parties T	Financial	Goods Attac	chments	Endorsement			
CBN Services	Form Tuno	5	- NOV					
CBN Downloads	ronn type	FUI	MNCX					
	Applicant's banker (Authorize	ed Dealer)						
	AD's Bank Code *	023		СПІ	BANK NIGERIA LII	IITED		
	AD's address	Nige	eria					
	Bank Branch *		23150047 IDUMOTA		MOTA			
í l								

5.3.2 Message notification that "*NCX Form has been stored*." will be displayed and support information will be updated.

				1-
Home > CBN > CBN Form				
CBN Form Operations	CBN Form - View Form NCX			
Fill Form A				
Fill Form M Fill Form NCX Fill Form NXP	Form NCX has been stored.			×
Q Search	C Evenet VML View/Drint DDE			
CBN Services	C Export XIVIL View/Print PDP			
CBN Downloads	Header Names & Parties Transport Fina	ncial Goods Attachme	ents Endorsement Supp	port Information
	Form Type	Form NCX		
	Applicant's banker (Authorized Dealer)			
	AD's Bank Code	023	CITIBANK NIGERIA LIMITED	
	AD's address	Nigeria		
	Bank Branch	23150047	IDUMOTA	

#### 5.4 Update

5.4.1 From CBN Form search result page, select any Form NCX record then click on **Edit** icon to edit NCX details.

Loaded	1 docun	nents of 1								×
	Type Of FormX	Status	Form Number	Application Number	Currency Code	Applicant Name	Customs Office	Amount (FOB)	Submission Date	Validation Date
- <b>•</b> /	NX	Stored				PETROLINK NI	01GP			

5.4.2 Form NCX details will be displayed. Modify the content and/or attach necessary document/s then click on **Update** button to save/store the changes made in NCX information.

Agencies	k links <del>▼</del> Support <del>▼</del> Downl	oads					сви-	
Home > CBN > CBN Form							<u> </u>	4
CBN Form Operations	CBN Form - Edit Form	NCX						
FII Form A FII Form M FII Form NCX FII Form NXP	View/Print PDF					Verify	odate Submit	Delete
Q Search	Header Names & Parties	Transport	Financial	Goods	Attachments	Endorsement	Support Information	
CBN Services	Form Type		Form	NCX				
CBN Downloads	Applicant's banker (Autho	rized Dealer	)					
	AD's Bank Code *		023		С	TIBANK NIGERIA LIN	ITTED	
	AD's address		Nige	ria				
	Bank Branch *		2315	0047	D	UMOTA		



Agencies	ck links			сви -	
Home > CBN > CBN Form					
CBN Form Operations	CBN Form - View Form NC	х			
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	Form NCX has been updated.				×
Q Search	Export XMI View/Pri	nt PDF			
CBN Services					
CBN Downloads	Header Names & Parties Tran	sport Financial Goods	Attachments Endorse	ement Support Information	
	Form Type	Form NCX			
	Applicant's banker (Authorized I	Dealer)			
	AD's Bank Code	023	CITIBANK NIGE	ERIA LIMITED	
	AD's address	Nigeria			
	Bank Branch	23150047	IDUMOTA		

5.4.3 Message notification that "*Form NCX has been updated*." will be displayed.

#### 5.5 Deleting Stored CBN Form

5.5.1 To delete stored CBN Form NCX from your computer, open the form then click on **Delete** button.

Agencies → Consignment → Qui	ick links <del>▼</del> Support <del>▼</del> Down	loads				сви -	
Home > CBN > CBN Form							4
CBN Form Operations	CBN Form - Edit Form	NCX					
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	View/Print PDF				Verify	pdate Submit	Delete
Q Search	Header Names & Parties	Transport	Financial Go	ods Attachmei	nts Endorsement	Support Information	
CBN Services	Form Type		Form NC>	<			
CBN Downloads	Applicant's banker (Autho	orized Dealer	)				
	AD's Bank Code *		023		CITIBANK NIGERIA LI	ITTED	
	AD's address		Nigeria				
	Bank Branch *		23150047		IDUMOTA		

5.5.2 Confirmation message will be displayed. Click on **Yes** button to delete the stored Form NCX.



5.5.3 Message notification that "*Form NCX has been deleted.*" will be displayed and Search for CBN Form page appears.



Agencies - Consignment - Qui	ick links 👻 Support 👻	Downloads			CBN 🕶	
Home > CBN > CBN Form						
CBN Form Operations	Search for CBN	Form				
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	Form NCX has bee	n deleted.				×
Q Search						
CBN Services	Form Type	FormM	Amount (FOB)			
CBN Downloads	Document Status		Submission Date			
	Form Number		Validation Date			
	Application Number		Currency	SUGGEST (MIN 2)		
	TIN/Applicant	SUGGEST (MIN 2)	Customs office	SUGGEST (MIN 2)		
	HS Code	SUGGEST (MIN 2)	Bank Branch	SUGGEST (MIN 2)		
	Show Expired				Sea	rch Reset

## 5.6 Submit

#### 5.6.1 To submit Form NCX, click on Submit button.

	Quick links + Support + Downloads CBN +
Home > CBN > CBN Form	
CBN Form Operations	CBN Form - Fill Form NCX
Fill Form A	
Fill Form M Fill Form NCX	Import XML View/Print PDF Verify Store Submit
Fill Form NXP	
Q Search	Header Names & Parties Transport Financial Goods Attachments Endorsement
CBN Services	
CBN Downloads	ronn type ronn tox
	Applicant's banker (Authorized Dealer)
	AD's Bank Code* 023 CITIBANK NIGERIA LIMITED
	AD's address Nigeria
	Bank Branch * 23150047 IDUMOTA

5.6.2 Confirmation message will be displayed. Click on **Yes** button to submit the Form NCX.



5.6.3 Message Confirmation that "*Form NCX has been submitted.*" and Application Number will be displayed. Support Information window will be updated.



Agencies 🕶 Consignment 👻 Qui	ck links ▼ Support ▼ Downloads		сви-
Home > CBN > CBN Form			
CBN Form Operations	CBN Form - View Form NC>	<	
Fill Form A			
Fill Form M Fill Form NCX Fill Form NXP	Form NCX has been submitted.		×
Q Search			
CBN Services	C Export XML View/Prin	t PDF	
CBN Downloads	Header Names & Parties Trans	port Financial Goods Attachments Er	adorsement Support Information
	Form Type	Form NCX	
	Application Number	NX20130000217	
	Applicant's Banker (Authorized D	lealer)	
	AD's Bank Code	023 CITIBAN	IK NIGERIA LIMITED
	AD's Address	Nigeria	
	Bank Branch	23150047 IDUMOT	A

#### 6 FORM A OPERATIONS

#### 6.1 Create

6.1.1 To create new Form A record, click on CBN Form Operation then click on **Fill** Form A hyperlink.

					CBN-
Home > CBN > CBN Form					
CBN Form Operations	Search for CBN	Form			
Fill Form M Fill Form NCX	Form Type	FormM	Amount (FOB)		
Q Search	Document Status Form Number		Submission Date		
CBN Services	Application Number		Currency	SUGGEST (MIN 2)	
CBN Downloads	TIN/Applicant	SUGGEST (MIN 2)	Customs Office	SUGGEST (MIN 2)	
	HS Code	SUGGEST (MIN 2)	Bank Branch	SUGGEST (MIN 2)	
	Include Expired				Search Reset

6.1.2 Fill Form A page will be displayed. Complete all data entries (Header, Names and Parties, Transport, Financial, Services, Attachments, Endorsement).

Agencies   Consignment   Quid	k links ▼ Support ▼ Downloads		CENT
Home > CBN > CBN Form			
CBN Form Operations	CBN Form - Fill Form A		
Fill Form A			
Fill Form M	Import XML View/Print PDF		Verify Store Submit
Fill Form NXP			
Q Search	Header Names & Parties Transport Fina	ancial Service Attachments Endorseme	nt
CBN Services	form Tree		
CBN Downloads	Form Type	Form A	
	Valid for FOREX (Y/N) *	Yes	
	Applicant's banker (Authorized Dealer)		
	AD's Bank Code *	023 CITIBANK NIGERIA	LIMITED
	AD's address	Nigeria	
	Bank Branch *	23150047 DUMOTA	

Note: Form A has Service tab that covers the applied amount for the purpose as show below:



Agencies - Consignment - Qui	ck links ≠ Support ≠ Downloads	сви -
Home > CBN > CBN Form		
CBN Form Operations	CBN Form - Fill Form A	
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	Import XML View/Print PDF	Verify Store Submit
Q Search	Header Names & Parties Transport	Financial Service Attachments Endorsement
CBN Services	Service description	Medical Treatment Abroad
Quick Links		
	Sectoral Purpose	H0806 MEDICAL TOUR (PRIVATE)
	Amount Applied *	50000

Tab Name	Enter or select any values for the following fields:
Header	Valid for FOREX (Y/N), AD's Bank Code, Bank Branch.
Name and Parties	Applicant TIN, Applicant's Passport Number, Applicant's State Code, Applicant's City, Beneficiary Name, Beneficiary Address, Beneficiary's Country, Beneficiary's Phone, Beneficiary's Fax, Beneficiary's email.
Transport	Mode of Transport, Country of Origin, Country of Supply, Air Ticket Number, Name of Airline and Route.
Financial	<b>Designated Bank,</b> Source of Funds, Currency Code, Exchange Rate, Total FOB Value, Proforma Invoice Number, Proforma Invoice Date, Payment mode, Payment Date <b>and</b> Transfer Mode.
Service	Service Description, Sectoral Purpose and Amount Applied.
Attachment	Type of Document, Reference Number and Date.



## 6.2 Verify

#### 6.2.1 Click on Verify button to verify the information used in Form A.

Home > CBN > CBN Form				
CBN Form Operations	CBN Form - Fill Form A			
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	Import XML View/Print PDF	F	Verify	Store Submit
Q Search	Header Names & Parties Transp	ort Financial Service /	Attachments Endorsement	
CBN Services	Form Type	Form A		
CDIT DOWINGED	Valid for FOREX (Y/N) *	Yes	•	
	Applicant's banker (Authorized De	aler)		
	AD's Bank Code *	023	CITIBANK NIGERIA LIMITED	
	AD's address	Nigeria		
	Bank Branch *	23150047	IDUMOTA	

6.2.2 Message notification that "*Form A has been verified*." will be displayed if information used is correct. Authorized Bank Dealer's address will be displayed automatically.

Agencies	sk links ▼ Support ▼ Downloads		CBN-
Home > CBN > CBN Form			
CBN Form Operations	CBN Form - Fill Form A		
Fill Form A			
Fill Form M Fill Form NCX Fill Form NXP	Form A has been verified		×
Q Search			
CBN Services	Import XML View/Print PDF		Verify Store Submit
CBN Downloads	Header Names & Parties Transport	Financial Service Attachments Endors	sement
	Form Type	Form A	
	Valid for FOREX (Y/N) *	Yes	
	Applicant's banker (Authorized Dealer)		
	AD's Bank Code *	023 CITIBANK NK	SERIA LIMITED
	AD's address	Nigeria	
	Bank Branch *	23150047 DUMOTA	

#### 6.3 Store

6.3.1 After completing all Form A entries, click on **Store** button to store the record in the system.

Agencies - Consignment - Qui	ck links → Support → Downloads		СВИ +
Home > CBN > CBN Form			
CBN Form Operations	CBN Form - Fill Form A		
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	Import XML View/Print PDF		Verify Store Submit
Q Search	Header Names & Parties Transport Fin	ancial Service Attachme	ents Endorsement
CBN Services	Form Type	Form A	
CBN Downloads	Valid for FOREX (Y/N) *	Yes	
	Applicant's banker (Authorized Dealer)		
	AD's Bank Code *	023	CITIBANK NIGERIA LIMITED
	AD's address	Nigeria	
	Bank Branch *	23150047	DUMOTA



6.3.2 Message notification that "*Form A has been stored*." will be displayed and support information will be updated.

						CBN -	
Home > CBN > CBN Form							5
CBN Form Operations	CBN Form - View F	orm A					
Fill Form A							
Fill Form NCX Fill Form NXP	Form A has been stor	ed.					×
Q Search	Ct Export YMI	View/Print PDE					
CBN Services	C Export XML	View/Philit PDP					
CBN Downloads	Header Names & Par	ties Transport Fina	ncial Service	Attachm	ents Endorsement	Support Information	
	Form Type		Form A				
	Valid for FOREX (Y/N)		Yes	-			
	Applicant's banker (A	uthorized Dealer)					
	AD's Bank Code		023		CITIBANK NIGERIA LIM	ITED	
	AD's address		Nigeria				
	Bank Branch		23150047		IDUMOTA		

#### 6.4 Update

6.4.1 From CBN Form search result page, select the Form A record then click on **Edit** icon to edit Form A details.

Loaded 1 documents of 1										
	Type Of FormX	Status	Form Number	Application Number	Currency Code	Applicant Name	Customs Office	Amount (FOB)	Submission Date	Validation Date
<b>(</b> )	IS	Stored			USD	PETROLINK NI		34,243,078		
$\sim$										

6.4.2 Form A (IS) details will be displayed. Modify the content and/or attach necessary document/s then click on **Update** button to store/save the changes made in Form

Agencies - Consignment - Qui	ck links 🔻	Support <del>v</del> Downl	oads					CBN -	
Home > CBN > CBN Form								<u> </u>	5
CBN Form Operations	CBN Fo	orm - Edit Form	A						
Fill Form A									
Fill Form M	View/	Print PDF					Verify	odate Submit	Delete
Fill Form NCX									
Q Search	Header	Names & Parties	Transport	Financial	Service	Attachments	Endorsement	Support Information	
CBN Services									
CBN Downloads	Form 1	Гуре		Forr	nΑ				
	Valid f	or FOREX (Y/N) *		Yes		-			
	Applic	ant's banker (Autho	orized Dealer	)					
	AD	's Bank Code *		023		CI	TIBANK NIGERIA LIM	ITED	
	AD	's address		Nige	eria				
	Ba	nk Branch *		2315	50047	D	UMOTA		

6.4.3 Message notification that "Form A has been updated." will be displayed.



Agencies	k links		CBN+
Home > CBN > CBN Form			
CBN Form Operations	CBN Form - View Form A		
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	Form A has been updated.		×
Q Search	C Export XML View/Print PDF		
CBN Services			
CBN Downloads	Header Names & Parties Transport Fina	ancial Service Attachments Endorse	ment Support Information
	Form Type	Form A	
	Valid for FOREX (Y/N)	Yes	
	Applicant's banker (Authorized Dealer)		
	AD's Bank Code	023 CITIBANK NIGE	RIA LIMITED
	AD's address	Nigeria	
	Bank Branch	23150047 DUMOTA	

## 6.5 Deleting Stored CBN Form

6.5.1 To delete stored CBN Form A from your computer, open the form then click on **Delete** button.

		сви+
Home > CBN > CBN Form		
CBN Form Operations	CBN Form - Edit Form A	
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	View/Print PDF	Verify Update Submit Delete
Q, Search	Header Names & Parties Transport Fin	nancial Service Attachments Endorsement Support Information
CBN Services CBN Downloads	Form Type	Form A
	Valid for FOREX (Y/N) *	Yes
	Applicant's banker (Authorized Dealer)	
	AD's Bank Code *	023 CITIBANK NIGERIA LIMITED
	AD's address	Nigeria
	Bank Branch *	23150047 IDUMOTA

6.5.2 Confirmation message will be displayed. Click on **Yes** button to delete the stored Form A.



6.5.3 Message notification that "*Form A has been deleted.*" will be displayed and Search for CBN Form page appears.



Agencies → Consignment → Quic	k links <del>▼</del> Support <del>▼</del>	Downloads			CBN -	
Home > CBN > CBN Form						
CBN Form Operations	Search for CBN	Form				
Fill Form A						
Fill Form M						×
Fill Form NCX	Form A has been o	deleted.				
Q Search						
CBN Services	Form Type	FormM	Amount (FOB)	•		
CBN Downloads	Document Status		Submission Date			
	Form Number		Validation Date			
	Application Number		Currency	SUGGEST (MIN 2)		
	TIN/Applicant	SUGGEST (MIN 2)	Customs office	SUGGEST (MIN 2)		
	HS Code	SUGGEST (MIN 2)	Bank Branch	SUGGEST (MIN 2)		
	Show Expired				Searc	h Reset

## 6.6 Submit

#### 6.6.1 To submit Form A, click on Submit button.

Agencies▼ Consignment▼ Qu	ick links ▼ Support ▼ Downloads		CBN-	
Home > CBN > CBN Form				
CBN Form Operations	CBN Form - Fill Form A			
Fill Form A Fill Form M Fill Form NCX Fill Form NXP	Import XML View/Print PDF		Verify	Store Submit
Q Search	Header Names & Parties Transpo	rt Financial Service Attachmen	ts Endorsement	
CBN Services CBN Downloads	Form Type	Form A		
	Valid for FOREX (Y/N) *	Yes		
	Applicant's banker (Authorized Dea	ler)		
	AD's Bank Code *	023	CITIBANK NIGERIA LIMITED	
	AD's address	Nigeria		
	Bank Branch *	23150047	IDUMOTA	

6.6.2 Confirmation **message** will be displayed. Click on **Yes** button to submit the Form A.

		pads	CBN +	
		Confirm operation	×	3
	CBN Form - Edit Form			
		Are you sure you want to Submit the	Verify Update	
Fill Form NXP Q Search			Yes No s Endorsement Support	
		Form A		
	Valid for FOREX (Y/N) *			
	Applicant's banker (Author			
			CITIBANK NIGERIA LIMITED	
			Headquarter	

6.6.3 Message notification that "*Form A has been submitted.*" will be **displayed**. Application number will be generated and Support Information will be updated.



Agencies → Consignment → Quio	ck links▼ Support▼ Downloads		CBN+
Home > CBN > CBN Form			
CBN Form Operations	CBN Form - View Form A		
Fill Form A			
Fill Form M Fill Form NCX	Form A has been submitted		×
Fill Form NXP	Form A has been submitted.		
Q, Search			
CBN Services	C Export XML View/Print PDF		
CBN Downloads	Header Names & Parties Transport Fir	ancial Service Attachments Endorsem	ent Support Information
	Form Type	Form A	
	Application Number	AA20130000225	
	Valid for FOREX (Y/N)	Yes 👻	
	Applicant's Banker (Authorized Dealer)		
	AD's Bank Code	023 CITIBANK NIGERIA	LIMITED
	AD's Address	Nigeria	
	Bank Branch	23150047 IDUMOTA	

## 7 VIEW PROFILE

7.1 To view the user profile, click on username to display user menu then select on **View Profile** from dropdown menu. View Profile page will be displayed.

				e-Government Services	Importer FormM1 Importer FormM1
					Change password
Home > CBN > CBN Form					()Logout
CBN Form Operations	Search for CBN	Form			
Fill Form A					
Fill Form M Fill Form NCX	Form Type	FormM	Amount (FOB)	<b>_</b>	
Fill Form NXP	Document Status		Submission Date		
Q Search	Form Number		Validation Date		
CBN Services	Application Number		Currency	SUGGEST (MIN 2)	
CBN Downloads	TIN/Applicant	SUGGEST (MIN 2)	Customs Office	SUGGEST (MIN 2)	
	HS Code	SUGGEST (MIN 2)	Bank Branch	SUGGEST (MIN 2)	
	Include Expired				Search Reset

#### 8 CHANGE PASSWORD

8.1 To change your password, click on username to display user menu then select **Change Password** from dropdown menu.



	w for trade	FEDERAL GOVERNMENT OF NIGERIA			
					View profile
					Change password
Home > CBN > CBN Form					CLogout
CBN Form Operations	Search for CBN	Form			
Fill Form A					
Fill Form M	FormType	- ··	Amount (EOB)		
Fill Form NCX	Form type	FormM	Anibuni (FOB)		
Fill Form NAP	Document Status		Submission Date		
Q Search	Form Number		Validation Date	×	
CBN Services	Application Number		Currency	SUGGEST (MIN 2)	
CBN Downloads	TIN/Applicant	SUGGEST (MIN 2)	Customs Office	SUGGEST (MIN 2)	
	HS Code	SUGGEST (MIN 2)	Bank Branch	SUGGEST (MIN 2)	
	Include Expired				Search Reset

8.2 Enter your previous password, new password and re-enter new password then click on **Update** button.

Agencies - Consignment - Quick	links - Support - Downloads		
Profile		and the second s	
Edit your profile Change your password	Change password	Nº 53 L	
Quick Links	Please enter your previous and r	new password	
	Previous password	•••••	]
	New password	•••••	
	Confirm new password	•••••••••	)
		Update Cancel	

#### 9 LOGOUT

Click on username and select Logout from dropdown menu to close the application.

Agencies * Consignment * Quick links * Support * Downloads       Change password         Home * CBN > CBN Form       Image password         CBN Form Operations       Fill Form A         Fill Form A       Fill Form NXP         G Search       Form Type         Q Search       Form Number         CBN Services       Form Number         CBN Downloads       Suddess (MIN 2)         UNApplication       Suddess (MIN 2)         HS Code       Suddess (MIN 2)         HS Code       Suddess (MIN 2)         Include Expired       Image Rearch	FEDERAL GOVERNMENT OF NIGERIA e-Government Services   single wind w for trade					Importer FormM1 Importer FormM1	
Home > CBN > CBN Form         CBN Form Operations         Fill Form A         Fill Form M         Fill Form NCX         Fill Form NCX         Fill Form NCX         G. Search         CBN Services         CBN Downloads         TWAppleant         SUGGEST (MIN 2)         HS Code         SUGGEST (MIN 2)         Include Expired						Change password	
CBN Form Operations       Search for CBN Form         Fill Form A       Fill Form M         Fill Form NCX       Form Type         Fill Form NXP       Document Status         Q. Search       Form Number         CBN Services       Application Number         CBN Downloads       TIN/Applicant         SUGGEST (MIN 2)       HS Code         HS Code       SUGGEST (MIN 2)         Include Expired       Image: Search Reset	Home > CBN > CBN Form	Home > CBN > CBN Form					
Fill Form A         Fill Form M         Fill Form NCX         Fill Form NCX         Fill Form NCX         Q. search         CBN Services         Application Number         CBN Downloads         TINAppleant         SUGGEST (MIN 2)         HS Code         SUGGEST (MIN 2)         Include Expired	CBN Form Operations	Search for CBN	Form				
Q. Search       Form Number       Validation Date         CBN Services       Application Number       Currency       SUGGEST (MIN 2)         CBN Downloads       TIMApplicant       SUGGEST (MIN 2)       Customs Office       SUGGEST (MIN 2)         HS Code       SUGGEST (MIN 2)       Bank Branch       SUGGEST (MIN 2)       Reset         Include Expired       Image: Control of the state of the	Fill Form A Fill Form M Fill Form NCX Fill Form NXP	Form Type Document Status	FormM	Amount (FOB) Submission Date			
CBN Services       Application Number       Currency       SUGGEST (MIN 2)         CBN Downloads       TNVApplicant       SUGGEST (MIN 2)       Customs Office       SUGGEST (MIN 2)         HS Code       SUGGEST (MIN 2)       Bank Branch       SUGGEST (MIN 2)         Include Expired       Image: Currency       Search       Reset	Q Search	Form Number		Validation Date			
CBN Downloads         TIWApplicant         SUGGEST (MIN 2)         Customs Office         SUGGEST (MIN 2)           HS Code         SUGGEST (MIN 2)         Bank Branch         SUGGEST (MIN 2)           Include Expired         Image: Comparison of the state of t	CBN Services	Application Number		Currency	SUGGEST (MIN 2)		
HS Code SUGGEST (MIN 2) Bank Branch SUGGEST (MIN 2) Include Expired  Search Reset	CBN Downloads	TIN/Applicant	SUGGEST (MIN 2)	Customs Office	SUGGEST (MIN 2)		
Include Expired Search Reset		HS Code	SUGGEST (MIN 2)	Bank Branch	SUGGEST (MIN 2)		
		Include Expired				Search Reset	



#### **10 RESET PASSWORD**

10.1 To reset forgotten or lost username and password, click on **Forgot your username or password** hyperlink on Login Community Services page.

ome > Profile			
ogin to Community Set To access to Community services yo	rvices	ria Single Window Portal. Please login below.	
Username	I		
Password			
Login Remember	1e		

10.2 Lost password page will be displayed. Enter your email address used in registration then click on **Reset password** button.

Agencies + Consignment +	
Home > Lost > Lost password	
Lost password	
Please enter your email add	fress to start the password reset process.
An e-mail will be sent to you wi A new password will be sent to	ith a new password. Follow instructions to complete the password reset process. you, together with instructions to complete the reset process
	Email
l	single window_user@yahoo.com

10.3 Message notification that "A new password has been sent to your email account with instruction to activate it" will be displayed.

FEDERAL GOVERNMENT OF NIGERIA single window for trade	e-Government Services   Login
Agencies - Consignment - Quick links - Support - Downloads	
Home > Lost > Lost password	
Lost password	
A new password has been sent to your e-mail account with instructions to activate it.	
Nome   FAQ   Contact site administrator	≙

10.4 Log in to your email provider. New password will be displayed. To activate new password, click on the activation hyperlink.

$\equiv Y_{A}HOC$	P. MAIL Search Mail Search Web	Ы	
INBOX CONTACTS	Ringeria Single Wind 		
Inbox (81)	[Nigeria Single Window for Trade] Password Reset verification e-mail from sso@sso-ttrade.gov.ng to you	1:13 PM • 🖈	
Conversations			
Drafts	Dear WF-acustodio,		
Sent	Here is the new password you requested : oosohKal. To activate it please follow the link bellow.		
Spam			
Trash (79)	https://demo.trade.gov.ng/lost/activatePassword.do?processid=78E2415010F8F644&assertionid=A553D1834BA33F68		
FOLDERS	•		
MESSENGER			



10.5 Message notification that new password has been confirmed. Click on login hyperlink to use the new password.



10.6 Login community Service page will be displayed. Enter your username and new password.

FE S	DERAL GOVERNMENT OF NIGERIA	e-Government Services   Login
Home ➤ Login	Community Services	
To access to	Community services you need to be a registe	ared user of the Nigeria Single Window Portal. Please login below.
Username	IMP-formM	
Password	•••••	
Forgot your U	Login Ramember Me	

Note: To change the password, go to clause 8: Change Password.

#### 11 TECHNICAL REQUIREMENTS

The following are the Technical requirements to be considered in using CBN Forms Application:

#### 11.1 Hardware

• Any modern PC which can browse Internet

#### 11.2 Operating System

- Windows XP and above
- Mac OS X 10 and above
- Any Linux distribution with Graphical desktop

#### 11.3 Internet Browser

Any of the following:

- Mozilla Firefox 12.0 and above
- Google Chrome 18 and above
- Internet Explorer 9 and above
- Safari 5.1 and above