

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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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 CBN 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)
- l. 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: <https://trade.gov.ng/cbn/formx> using the Trade Portal. The general login page will be displayed. Enter your username and password then click on **Login** button.

Username and password can be assigned through the following:

- 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).
- 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.



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.

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.

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

General Remarks:

- All CBN Forms entry fields with **asterisk (*)** are mandatory.
- 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 [WFN-EXT-CBNA00-04-EN EformM Excel Template](#) in capturing items details then convert Excel file into XML file. (Please refer to [WFN-EXT-CBNA00-03-EN Conversion of eFormM Items from Excel to XML Guidelines](#)). When XML file has been created perform the Import XML operation (see Clause 3.9 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.



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Home > CBN > CBN Form

CBN Form Operations

Fill Form A
Fill Form M
Fill Form NCX
Fill Form NDP

Q Search

CBN Services
CBN Downloads

CBN Form - Fill Form M

Import XML View/Print PDF Verify Store Submit

Header: Names & Parties Transport Financial Goods Attachments Endorsement

Applicant Details

Applicant TIN * 10546401-0001

Applicant RC number RC313895

Applicant's State code * 15 LAGOS

Applicant's City * ONNE

Applicant Name PETROLINK NIGERIA LIMITED

Applicant Address 2ND FLOOR EKITI HOUSE PLOT 1042 KUR MOHAMMED STREET CENTRE BUSINESS DISTRICT ABUJA ABUJA MUNICIPAL FCT

Applicant's Fax

Applicant's Phone +234 8064356123

Applicant's Email singlewindow_user@yahoo.com

Beneficiary details

- 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).
- Select Applicant's State Code
- Select Applicant's City
- Update Applicant's Phone if necessary
- Update Applicant's Email Address if necessary

Beneficiary Details

Beneficiary Name * Sherlock Holmes

Beneficiary Address * 123 Clover street, Ikoyi Lagos

Beneficiary Country * NG Nigeria

Beneficiary Phone * 23491234567891

Beneficiary Fax 234123456755

Beneficiary Email * sholmes@yahoo.com

- Enter Beneficiary Name
- Enter Beneficiary Address
- Enter Beneficiary Country
- Enter Beneficiary Phone
- Enter Beneficiary Fax Number
- Enter Beneficiary Email Address

3.1.4 Click on **Transport** tab to capture the **Mode of Transport** details. Complete all the data entries.



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Home > CBN > CBN Form

CBN Form Operations

Fill Form A
Fill Form M
Fill Form NCX
Fill Form NXP

Search

CBN Services
CBN Downloads

CBN Form - Fill Form M

Import XML View/Print PDF Verify Store Submit

Header Names & Parties Transport Financial Goods Attachments Endorsement

Customs Office * 01AP APAPA PORT

Mode of Transport * 1 Sea transport

Country of Origin SUGGEST

Country of Supply * MG Madagascar

Port of Loading CHBMG Bremgarten

Port of Discharge * NGAPP Apapa

Inspection Agent D177010 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.
- c. 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.

Header Names & Parties Transport Financial Goods Attachments Endorsement

Customs Office * 01AP APAPA PORT

Mode of Transport * 1 Sea transport

Country of Origin Many

Country of Supply * MG Madagascar

Port of Loading CHBMG Bremgarten

- 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



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

The screenshot shows the 'Financial' tab of the 'CBN Form - Fill Form M' application. The form is divided into several sections:

- Designated Bank:** A dropdown menu showing '050' and 'Ecobank'.
- Financial Details:** A table with the following entries:

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 *: TT TELEGRAPHIC TRANSFER

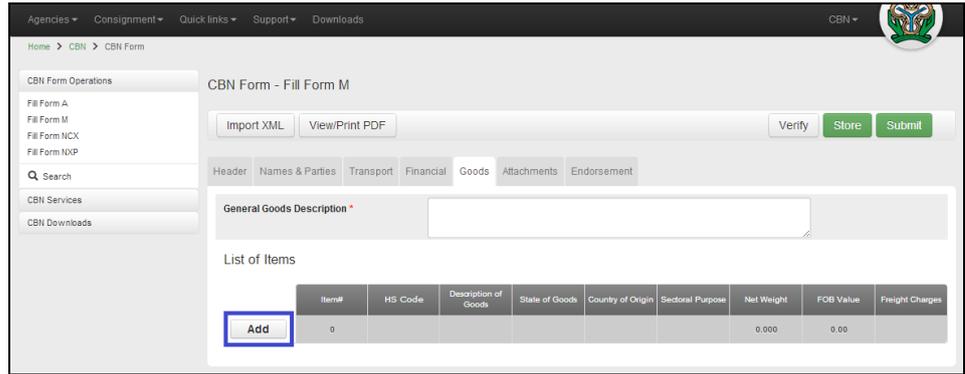
- Select Designated Bank
- Select Source of Funds
- Select Currency Code
- Enter Exchange Rate

Note: Exchange Rate should not be less than 10% or more than 10% of CBN Rate
- Total FOB Value will be automatically calculated and displayed.
Total FOB Value = SUM (ITEM FOB Value) + Total Ancillary charges
- Enter Total Freight Charges
- Enter Total Ancillary Charges
- Enter Insurance Value
Insurance value should be 110% or more than FOB in Naira
- Total C & F Value will be automatically calculated and displayed.
Total C & F Value = Total FOB Value + Total Freight charges
- Total FOC will be automatically calculated and displayed
Total FOC = Summation of FOB Value for Free of Charge Item(s)
- Enter Proforma Invoice Number
- Enter Proforma Invoice Date

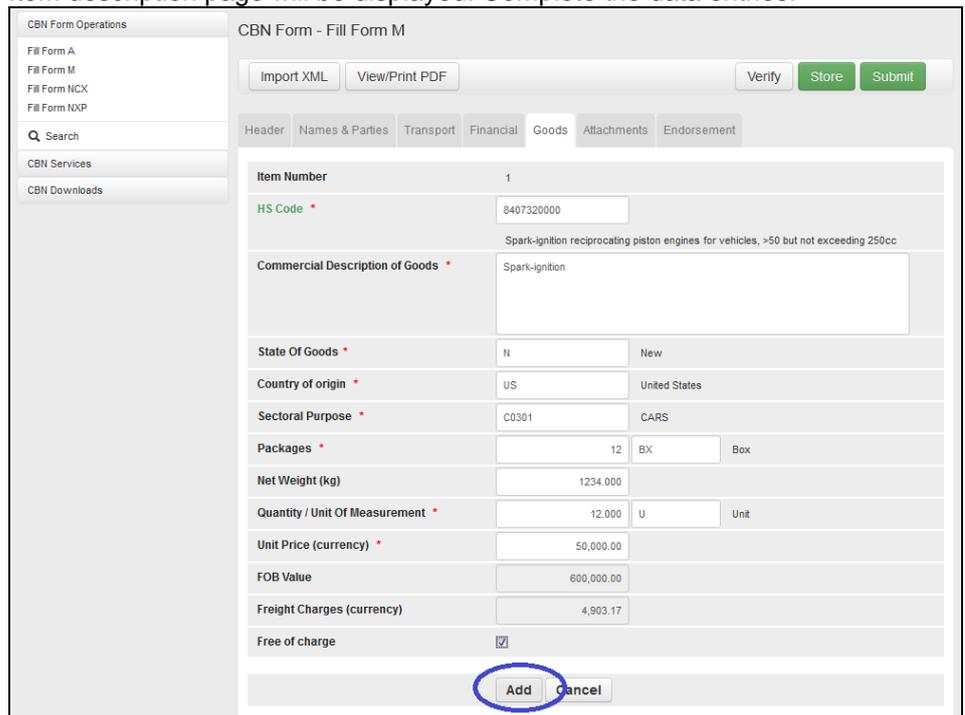
Note: Accepted Proforma invoice Date must be less than 90 days.
- Select Payment Mode
- Enter Payment Date
- Select Transfer Mode
- Select Terms of Delivery

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.



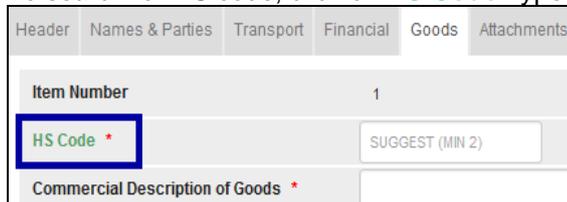


3.1.7 Item description page will be displayed. Complete the data entries.

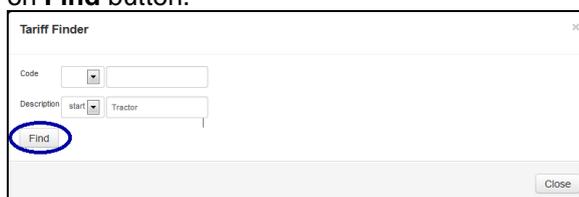


a. Enter HS code

- 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.



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



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

Tariff Finder

Code: [dropdown] [input]
 Description: contains [dropdown] Tractor [input]
 Find [button]

Code	Description
870190	Other tractors imported CKD OR SKD by established manufacturers
870110	Pedestrian controlled tractors
870120	Road tractors for semi trailers
843320	Other Mowers including cutter bars for tractor mounting
870190	Other tractors
843010	Pile-drivers and pile-extractors
870190	Other tractors including fully built agricultural tractors
870130	Track-laying tractors
850940	Electro-mechanical domestic food grinders & mixers; fruit or vegetable juice extractors

Close [button]

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

Item Number: 1
 HS Code: 8701100000 Pedestrian controlled tractors
 Commercial Description of Goods: [text area]

- 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 Financial 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 XML View/Print PDF Verify

Header Names & Parties Transport Financial Goods Attachments Endorsement

Item Number: 1 NAQS regulated product
 HS Code: 0201200000 Meat of bovine animals fresh or chilled; other cuts with bone in.

- Enter Commercial Description of Goods
- Select State of Goods
- Enter Country of Origin
- Select Sectoral Purpose
- Enter Number Packages
- Select Type of Packages
- Enter Net Weight (kg)
- Enter Quantity
- Select Unit of Measurement
- Enter Unit Price (currency)
- FOB Value will be automatically calculated and displayed.
 $FOB\ Value = Quantity * Unit\ Price$
- 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.

Item#	HS Code	Description Of Goods	State Of Goods	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	1888.75
	2	8408900000	Compressi...	N	US	C0301	1234.000	840000.00	2644.25

Note:

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

Item#	HS Code
Add	2
	1 8407310000
	2 8408900000

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

Item#	HS Code
Add	2
	1 8407310000
	2 8408900000

- 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.



The screenshot shows the 'Financial' tab of the 'CBN Form - Edit Form M'. The 'Designated Bank' is Ecobank. Under 'Financial Details', the 'Total FOB Value' is 1,485,343.00 USD and the 'Total C&F value' is 1,489,676.00 USD. Other details include Source of Funds (ASF), Currency code (USD), Exchange rate (157.20), Total Freight charges (4,533.00 USD), Total Ancillary charges (45,343.00 USD), Insurance value (543,433,434.00 NGN), Proforma Invoice Number (361/1013), Proforma Invoice Date (01/02/2013), Payment Mode (27 - Bills for Collection), Payment Date (02/02/2013), and Transfer Mode (TT - TELEGRAPHIC TRANSFER).

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

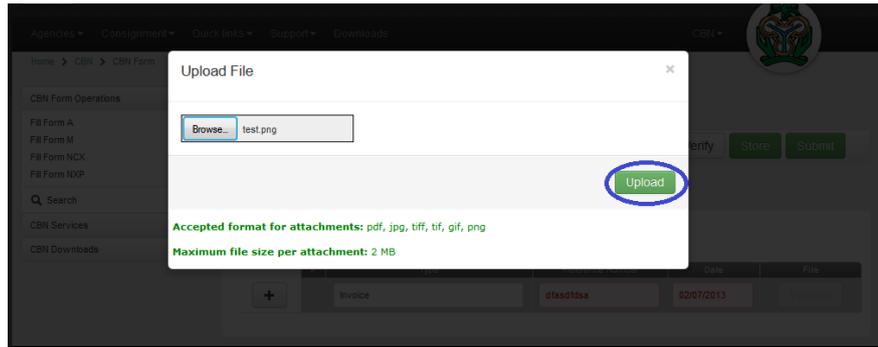
The screenshot shows the 'Attachments' tab of the 'CBN Form - Fill Form M'. It displays a 'List of Attachments' table with columns for #, Type, Reference Number, Date, and File. A 'SUGGEST' button is visible in the first row, and an 'Upload' button is at the end of the row.

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

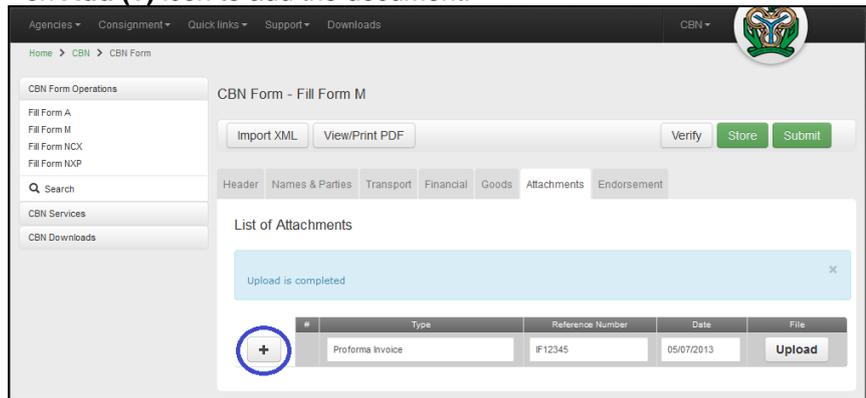
The screenshot shows the 'Attachments' tab with a document uploaded. The 'List of Attachments' table now contains one entry: Type 'Proforma Invoice', Reference Number 'F12345', and Date '07/05/2013'. The 'Upload' button is circled in blue.

- 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.

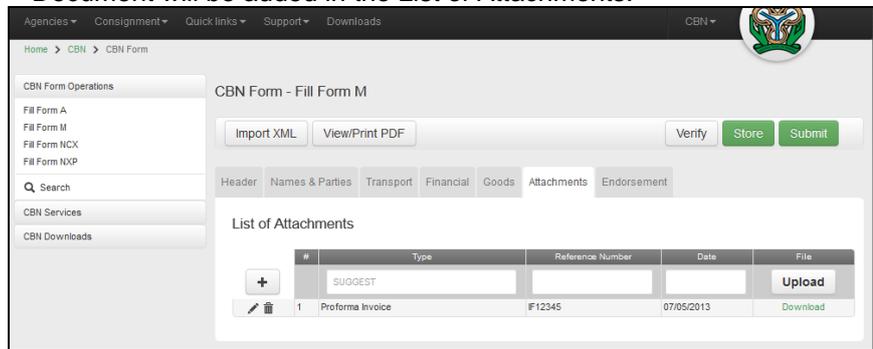




- Notification message that **“Upload is completed”** will be displayed. Click on **Add (+)** icon to add the document.

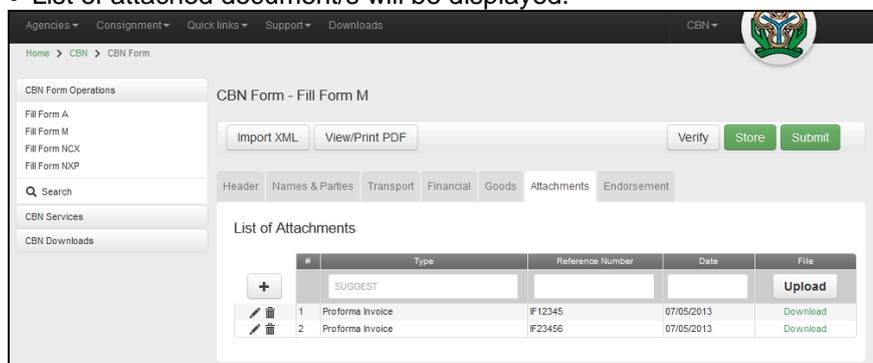


- Document will be added in the List of Attachments.



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

- List of attached document/s will be displayed.



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	Financial	Goods	Attachments	Endorsement
Item Number	1 SON regulated product					
HS Code *	8407330000		Recip., piston engine, for veh. of Chapter 87, capacity>250<1000cc			

Header	Names & Parties	Transport	Financial	Goods	Attachments	Endorsement
Item Number	1 NAFDAC regulated product					
HS Code *	2301100000		Flours, 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 [TP-SON-Son Services Quick Guide-EN-Vx.x](#) 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 Form - Fill Form M

Import XML View/Print PDF Verify Store Submit

⊗ There is no Certificate of Insurance attached

Header Names & Parties Transport Financial Goods Attachments Endorsement

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

#	Type	Reference Number	Date	File
+	Certificate of insurance			Upload

- 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 auto-populate on List of Attachment with mandatory Reference Number field.



List of Attachments

#	Type	Reference Number	Date	File
+	Certificate of insurance			Upload

- For SON, enter Product Certificate document reference e.g. “L-1306/01483”; date is optional.

List of Attachments

#	Type	Reference Number	Date	File
+	SON Product Certificate	L-1306/01483		Upload

- For NAFDAC e-permit/Certificate, enter the NAFDAC permit/certificate’s **Approval Reference** for fresh application or **NAFDAC Registration Number** for enrolled permit. On Date entry field, enter the “Valid From Date” of NAFDAC e-permit.

CBN Form - Fill Form M

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

#	Type	Reference Number	Date	File
+	NAFDAC e-Permit/Certificate	DARNA123	04/12/2021	Upload

Previous Certificate/Permit Number

Request Number: PE-8501202200006

Request Date: 21/05/2022

NAFDAC Registration Number: DARNA123

Approval Date

Valid From: 04/12/2021

Valid To: 03/11/2022

Type of Use: Multiple Use

Total Number of Items: 1

Total Amount: ₦ 135,000.00

Amount To Be Paid: ₦ 0.00

Current Division

- 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

#	Type	Reference Number	Date	File
+	Marine Insurance Certificate	C/TEST/ABJ/013		Upload

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

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CBN Form Operations

CBN Form - Fill Form M

Import XML View/Print PDF Verify Store Submit

Header Names & Parties Transport Financial Goods Attachments Endorsement

List of Attachments

#	Type	Reference Number	Date	File
+	SON Product Certificate	L-1306/01483	03/08/2015	Upload

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.

- ✓ 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.



Header	Names & Parties	Transport	Financial	Goods	Attachments	Endorsement
Designated Bank *		011	First Bank PLC Group			
Financial Details						
Source of Funds *		ASF	ACCUMULATED SYNDICATION FUNDS			
Currency Code *		CHF	Switzerland Franc			
Exchange Rate *		173.00	172.345			
Total FOB Value		55.00	CHF			
Total Freight Charges *		3,242.00	CHF			
Total Ancillary Charges			CHF			
Insurance Value *		31,160,000.00	NGN			
Total C&F Value		3,297.00	CHF			
Total FOC		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.

- 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:
- Verify** – This is to verify the information used.
 - 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.
 - 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.



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CBN Form Operations

Fill Form A
Fill Form M
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Fill Form NXP

Q Search

CBN Services
CBN Downloads

CBN Form - Fill Form M

Import XML View/Print PDF Verify Store Submit

Header Names & Parties Transport Financial Goods Attachments Endorsement

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.

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CBN Form Operations

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CBN Form - Fill Form M

Form M has been verified

Import XML View/Print PDF Verify Store Submit

Header Names & Parties Transport Financial Goods Attachments Endorsement

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:

- Selected **Applicant's Dealer Bank** on Header Tab and **Designated Bank** on Financial are different. To ignore the message, click on *(Ignore warning)*.

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CBN Form Operations

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CBN Form - Fill Form M

Import XML View/Print PDF Verify Store Submit

Designated bank and authorized dealer bank are different. (Ignore warning)

Header Names & Parties Transport Financial Goods Attachments Endorsement

Form Type Form M

Valid for FOREX (Y/N) * Yes ▾

Prefix * CB ▾

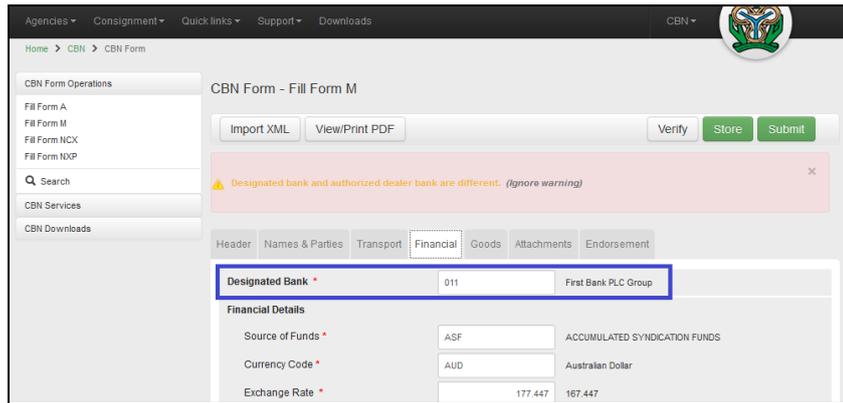
Applicant's Banker (Authorized Dealer)

AD's Bank Code * 057 Zenith Bank

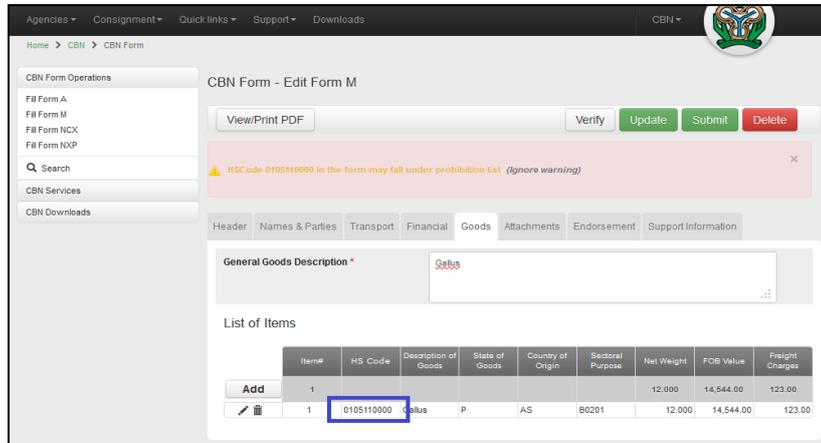
AD's Address Nigeria

Bank Branch * 57070012 CALABAR





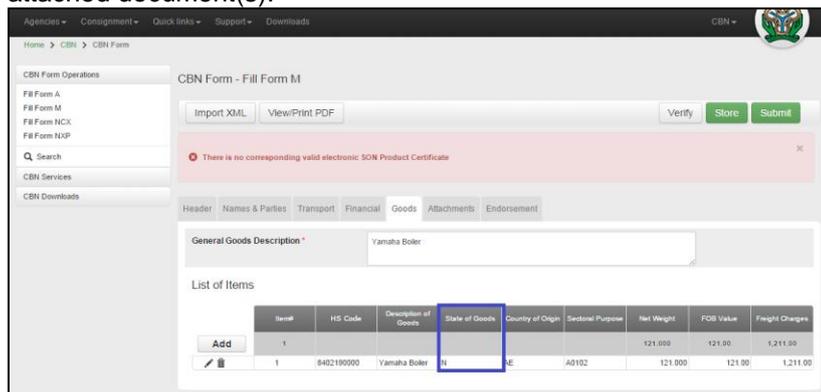
b. HS code declared in the Form M is under the List of Prohibited Items.



Item#	HS Code	Description of Goods	State of Goods	Country of Origin	Sectoral Purpose	Net Weight	FOB Value	Freight Charges
1	0105110000	status	P	AS	B0201	12.000	14,544.00	123.00

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).



Item#	HS Code	Description of Goods	State of Goods	Country of Origin	Sectoral Purpose	Net Weight	FOB Value	Freight Charges
1	8402190000	Yamaha Boler	N	E	A0102	121.000	121.00	1,211.00

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.



The screenshot shows the 'CBN Form - Fill Form M' interface. At the top, there are navigation tabs: 'Header', 'Names & Parties', 'Transport', 'Financial', 'Goods', 'Attachments', and 'Endorsement'. Below these, there is a 'List of Attachments' table with the following data:

#	Type	Reference Number	Date	File
1	SON Product Certificate	L-1306/01483	20/02/2016	View SON Product Certificate

A red warning message is displayed: "There is no corresponding valid electronic SON Product Certificate".

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.

The screenshot shows the 'CBN Form - Fill Form M' interface. At the top, there are navigation tabs: 'Header', 'Names & Parties', 'Transport', 'Financial', 'Goods', 'Attachments', and 'Endorsement'. Below these, there is a 'List of Items' table with the following data:

Serial	HG Code	Description of Goods	State of Goods	Country of Origin	Seasonal Purpose	Net Weight	FOB Value	Freight Charges
1	8402190000	Yamaha Boler	U	IE	A0102	121,000	121,00	1,211,00

A yellow warning message is displayed: "There is no corresponding valid electronic SON Product Certificate (Ignore warning)".

3.3 Store

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

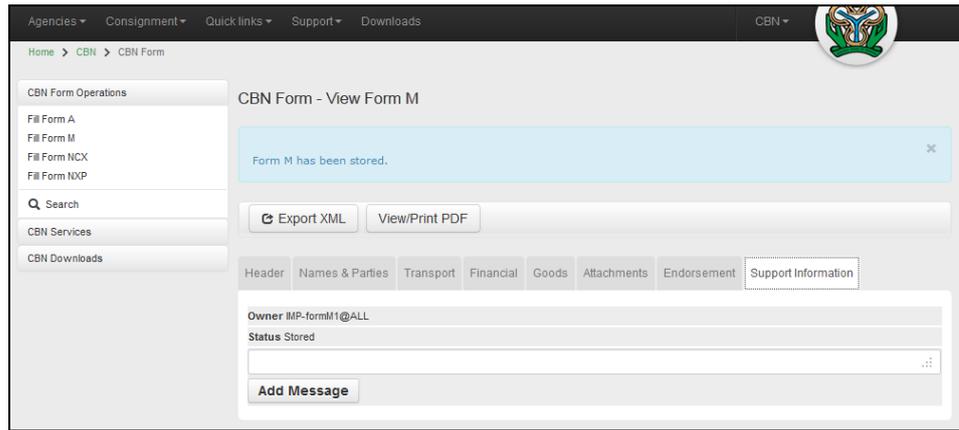
The screenshot shows the 'CBN Form - Fill Form M' interface. The 'Store' button is highlighted with a blue circle. Below the 'Store' button, there is a 'Form Type' dropdown menu set to 'Form M'. The 'Valid for FOREX (Y/N)' dropdown is set to 'Yes'. The 'Prefix' dropdown is set to 'BA'. The 'Applicant's banker (Authorized Dealer)' section shows the following information:

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.

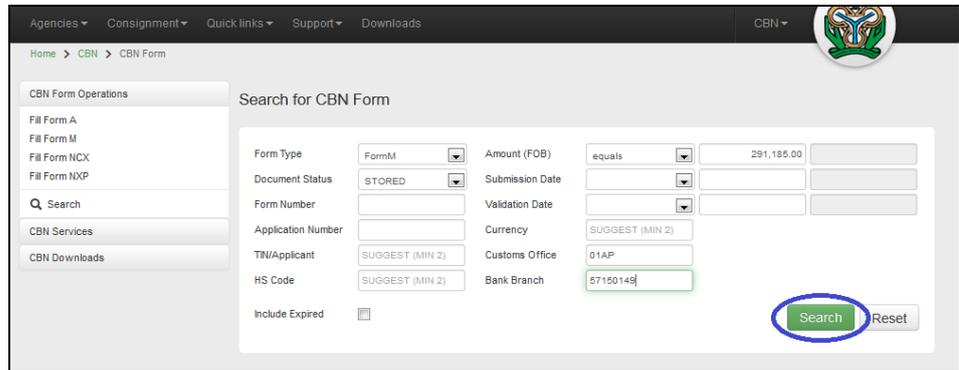




Note: Form M will be displayed in view mode after **Store** operation is performed.

3.4 Search

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



Note:

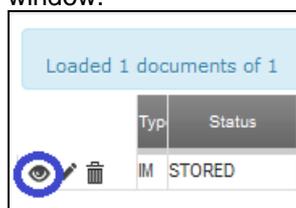
- a. To display all CBN Form records with different type and status, click on **Search** button without defining any search parameter values.
- b. Tick on the **“Include Expired”** box to include all CBN Form records with expired validity in the search results.

3.4.2 Record that matches the search parameter will be displayed.

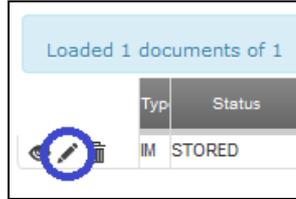
Loaded 1 documents of 1										
	Typ	Status	Form Number	Application Number	Curr. Code	Applicant Name	CUO	Amount (FOB)	Submission Date	Validation Date
	IM	STORED			AUD	MICKEY LADE...	01AP	291,185.00		

Note:

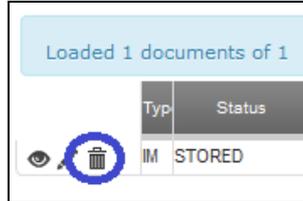
- a. Click on **View** icon to open the CBN Form M Information in the current window.



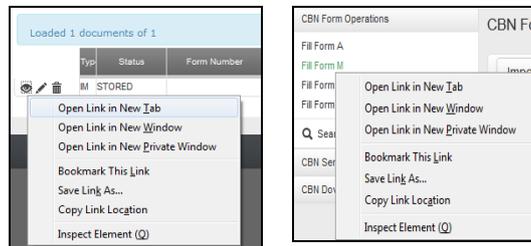
b. Click on **Edit** icon to modify the contents of CBN Form M.



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.



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 documents of 1										
	Type	Status	Form Number	Application Number	Curr. Code	Applicant Name	CUO	Amount (FOB)	Submission Date	Validation Date
	IM	STORED			AUD	MICKEY LADE...	01AP	291,185.00		

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 ▾ Quick links ▾ Support ▾ Downloads

Home > CBN > CBN Form

CBN Form Operations

- Fill Form A
- Fill Form M
- Fill Form NCX
- Fill Form NXP

Q Search

CBN Services

CBN Downloads

CBN Form - Edit Form M

View/Print PDF

Verify **Update** Submit Delete

Header Names & Parties Transport Financial Goods Attachments Endorsement Support Information

Form Type Form M

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 * 57150149 VICTORIA ISLAND

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

Agencies ▾ Consignment ▾ Quick links ▾ Support ▾ Downloads

Home > CBN > CBN Form

CBN Form Operations

- Fill Form A
- Fill Form M
- Fill Form NCX
- Fill Form NXP

Q Search

CBN Services

CBN Downloads

CBN Form - View Form M

Form M has been updated. ✕

Export XML View/Print PDF

Header Names & Parties Transport Financial Goods Attachments Endorsement Support Information

Form Type Form M

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 57150149 VICTORIA ISLAND

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 ▾ Consignment ▾ Quick links ▾ Support ▾ Downloads

Home > CBN > CBN Form

CBN Form Operations

- Fill Form A
- Fill Form M
- Fill Form NCX
- Fill Form NXP

Q Search

CBN Services

CBN Downloads

CBN Form - Edit Form M

View/Print PDF

Verify **Update** **Submit** Delete

Header Names & Parties Transport Financial Goods Attachments Endorsement Support Information

Form Type Form M

Valid for FOREX (Y/N) * Yes ▾

Prefix * CB ▾

Applicant's Banker (Authorized Dealer)

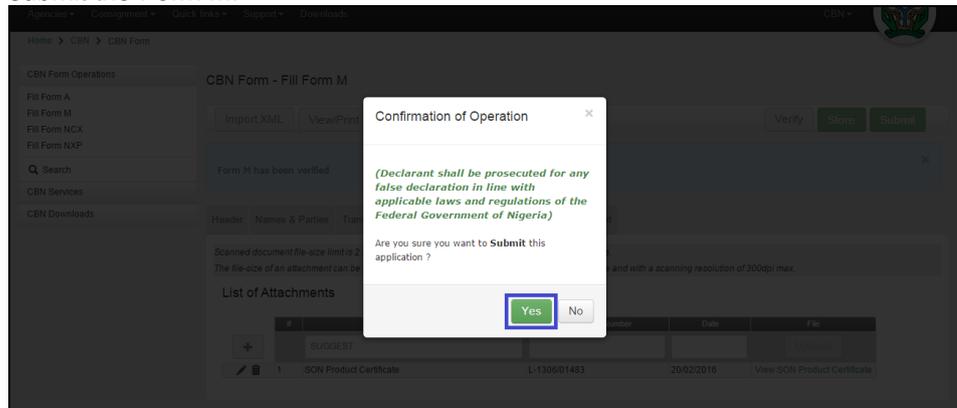
AD's Bank Code * 057 Zenith Bank

AD's Address Nigeria

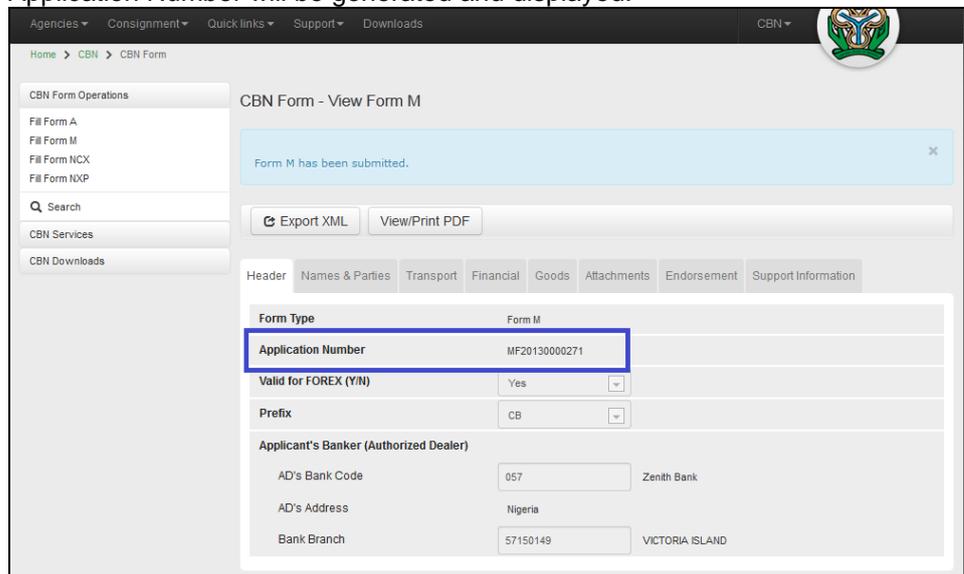
Bank Branch * 57150149 VICTORIA ISLAND



- 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.



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



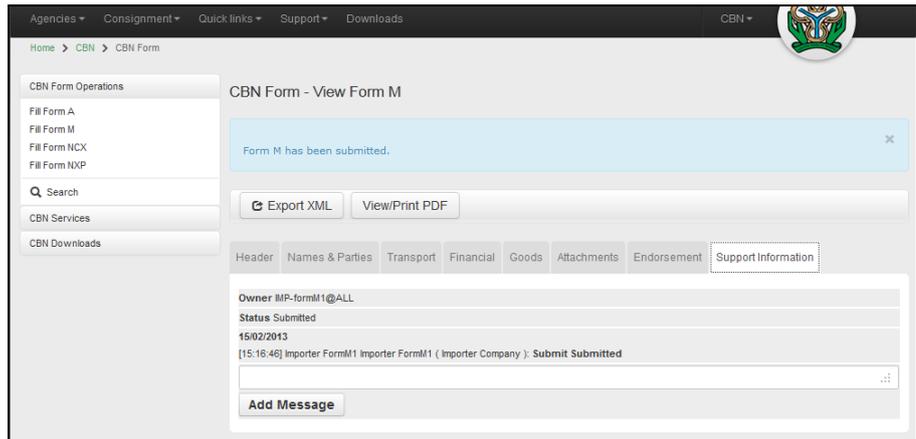
Note:

- a. 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.

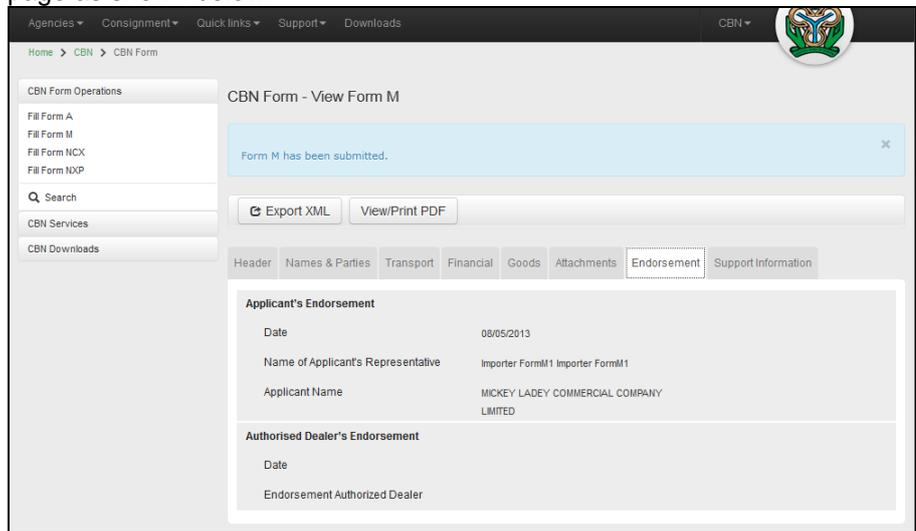
e.g. Form M: MF20130000105

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





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



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

Loaded 1 documents of 1

Type	Status	Form Number	Application Number	Curr. Code	Applicant Name	CUO	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"



Loaded 1 document(s) of 1

Status	Division Status	CBN Status	Certificate	Product Type	Application Number	Request Number	Request Date	Approval Reference	Approval Date	Company TIN	Directorate	Division Code	Officer
Approved	Approved	Used	8101		1568216274...	8101201900...	11/09/2019	2019002...	11/09/2...	0002970...	CER		

Header	Names & Parties	Items	Attachments	Fees	Support Information
Applicants Type	End User ?				
Certificate	8101		Chemical Evaluation and Research		
Application Number	1568216274591				
Previous Certificate/Permit Number	2019002572				
Request Number	8101201900997				
Request Date	11/09/2019				
Approval Reference	2019002573				
Approval Date	11/09/2019				
Valid From	08/01/2020				
Valid To	31/12/2020				
Type of Use	Multiple Use ▼				
Total Number of Items	2				
Total Amount	₦	32,434.00			
Amount To Be Paid	₦	0.00			
Current Division					
Division Status	Approved				
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.

Agencies ▾ Consignment ▾ Quick links ▾ Support ▾ Downloads

Home > CBN > CBN Form

CBN Form Operations

- Fill Form A
- Fill Form M
- Fill Form NCX
- Fill Form NXP

Search

CBN Services

CBN Downloads

CBN Form - Edit Form M

View/Print PDF

Verify Update Submit **Delete**

Header Names & Parties Transport Financial Goods Attachments Endorsement Support Information

Form Type Form M

Valid for FOREX (Y/N) * Yes ▼

Prefix * BA ▼

Applicant's banker (Authorized Dealer)

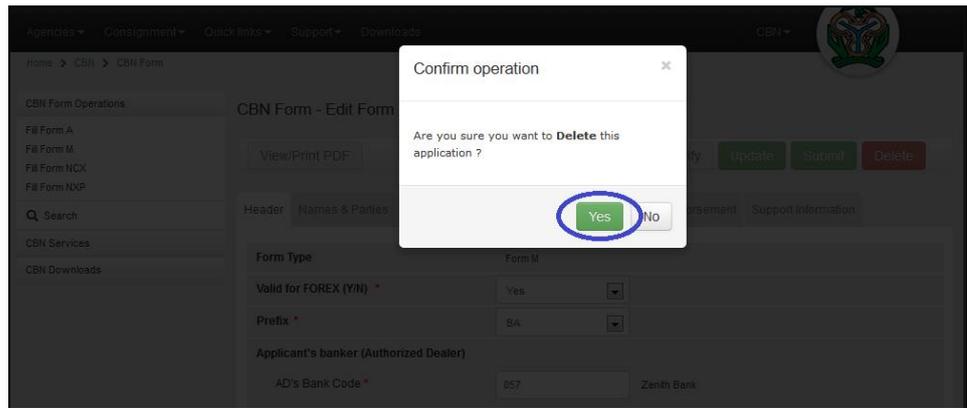
AD's Bank Code * 057 Zenith Bank

AD's address Nigeria

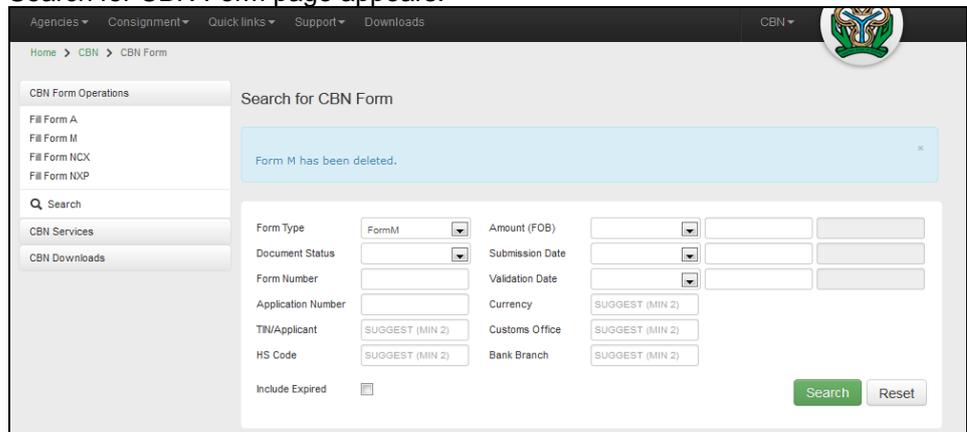
Bank Branch * 57040068 EKPOMA

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 Search for CBN Form page appears.



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



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.



The screenshot shows the 'CBN Form - View Form M' page. On the left, there is a sidebar with 'CBN Form Operations' and a search bar. The main content area displays form details for 'Form M'. At the top, there are two buttons: 'Export XML' (circled in blue) and 'View/Print PDF'. Below these are tabs for 'Header', 'Names & Parties', 'Transport', 'Financial', 'Goods', 'Attachments', 'Endorsement', and 'Support Information'. The form fields include:

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 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.

The screenshot shows the same 'CBN Form - View Form M' page as above, but with a dialog box titled 'Opening Form_M_1.xml' overlaid. The dialog box contains the following text:

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)

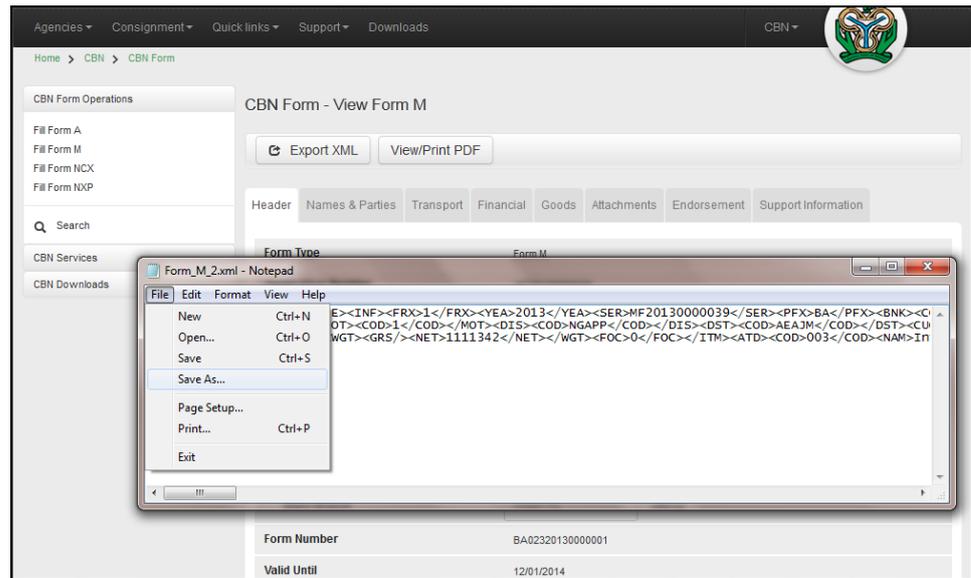
Save File

Do this automatically for files like this from now on.

Buttons: OK, Cancel

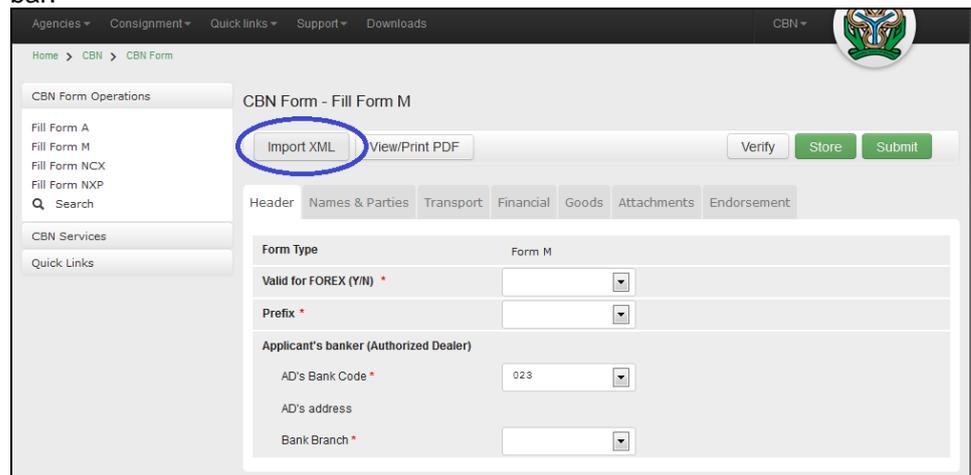
3.8.3 Generated XML file will be displayed. Click on **File** menu then select **Save as** option from dropdown menu to save the file on your computer.





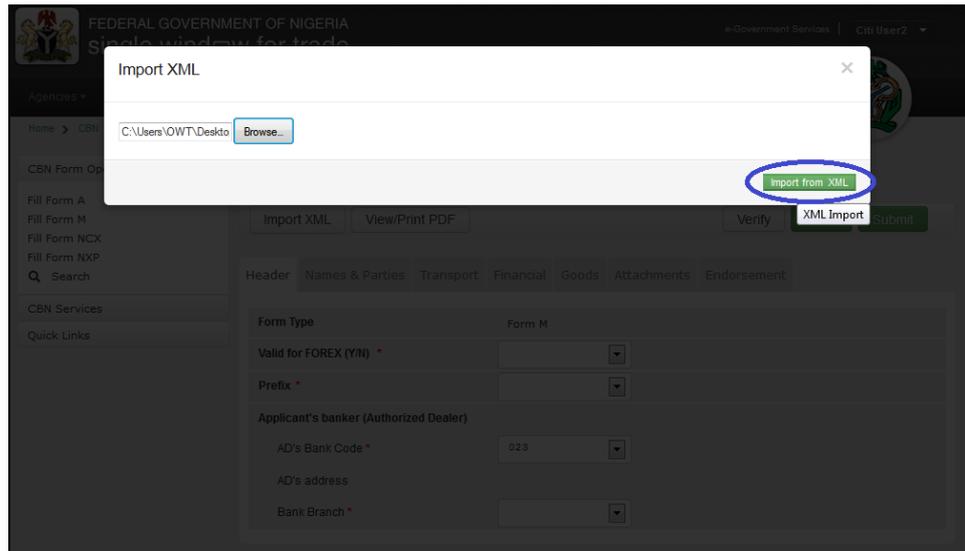
3.9 Import XML

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

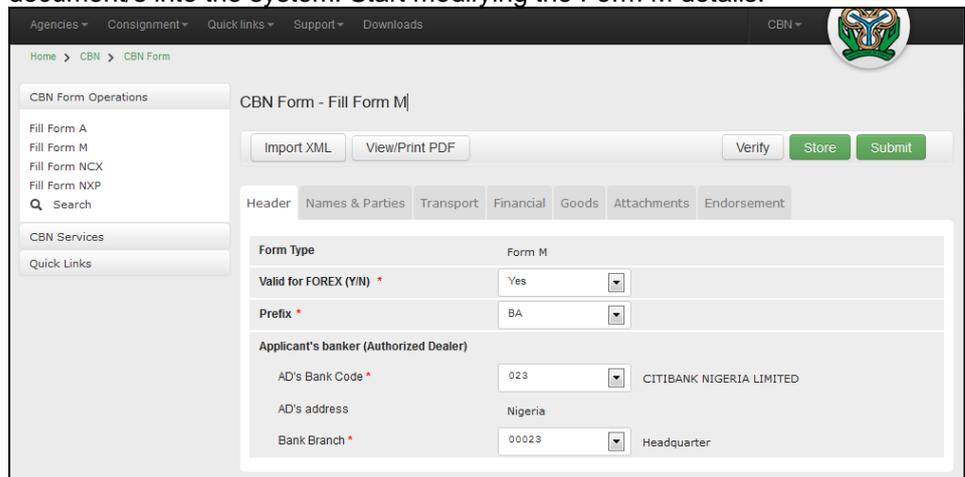


3.9.2 Import XML window will be displayed. Click on **Browse** button to select the XML file then click on **XML import** button.





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.



3.10 View/print PDF

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



The screenshot shows the 'CBN Form - View Form M' page. The left sidebar contains 'CBN Form Operations' with options for 'Fill Form A', 'Fill Form M', 'Fill Form NCX', and 'Fill Form NXP'. Below this is a search bar and 'CBN Services' and 'CBN Downloads' links. The main content area has a header with tabs: 'Header', 'Names & Parties', 'Transport', 'Financial', 'Goods', 'Attachments', 'Endorsement', and 'Support Information'. The 'View/Print PDF' button is circled in blue. Below the header, the form details are displayed:

Form Type	Form M	
Application Number	MF20130000039	
Valid for FOREX (Y/N)	Yes	<input type="checkbox"/>
Prefix	BA	<input type="checkbox"/>
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.

The screenshot shows the 'CBN Form - View Form M' page with a PDF report dialogue box displayed. The dialogue box is titled 'Opening BA02320130000001.pdf' and contains the following text:

You have chosen to open:
 BA02320130000001.pdf
 which is a: Adobe Acrobat Document
 from: https://app-t.trade.gov.ng

What should Firefox do with this file?

Open with: Adobe Acrobat 9.0

DownThemAll!

dTa OneClick! C:\Users\OWT\Downloads\

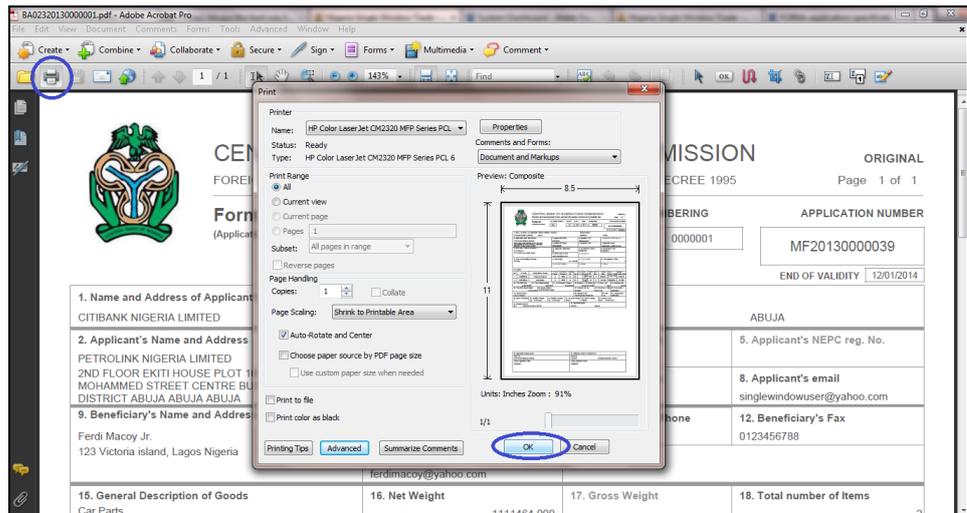
Save File

Do this automatically for files like this from now on.

The 'OK' button is circled in blue.

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





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

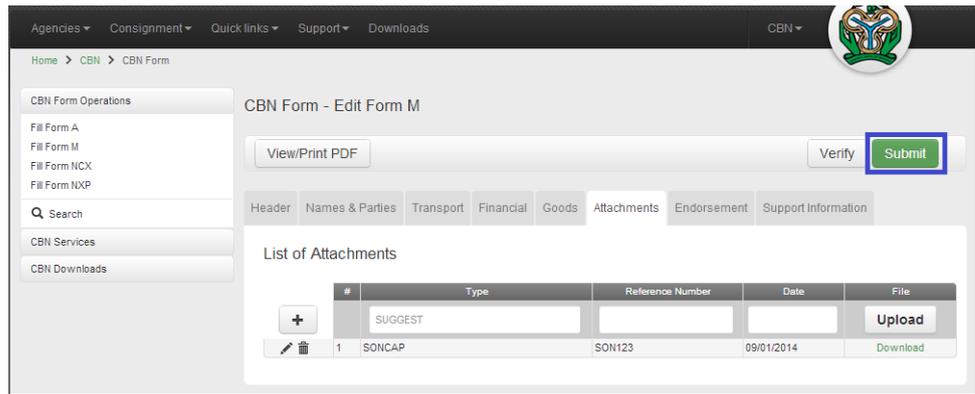
3.11.1 To modify the rejected Form M, go to Search page then select the Form M record with **Query** status. Click on **Edit** button to modify the content of Form M.

Loaded 1 documents of 1										
Type	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		

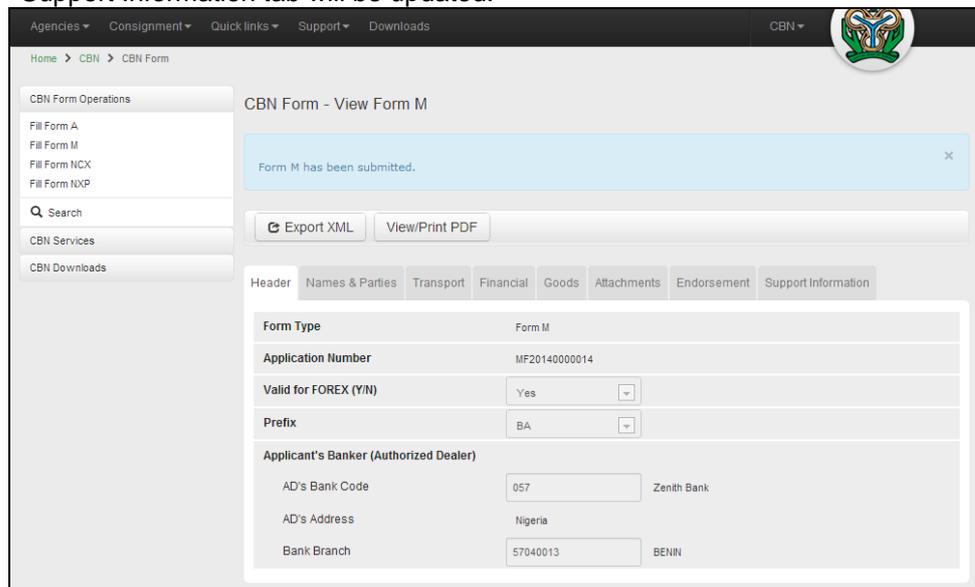
3.11.2 Form M details will be displayed. Click on **Support Information** tab to check the details of rejection.

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





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



Note:
Status of Form M will be changed from “**QUERY**” to “**SUBMITTED**” after modification is made.

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

- Note:**
- Authorized Bank must first execute the post entry operation in order for the importer to update the Form M content.
 - Registered Form M on which Post Entry has been made by authorized bank will have a “**QUERY**” status.
 - 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.

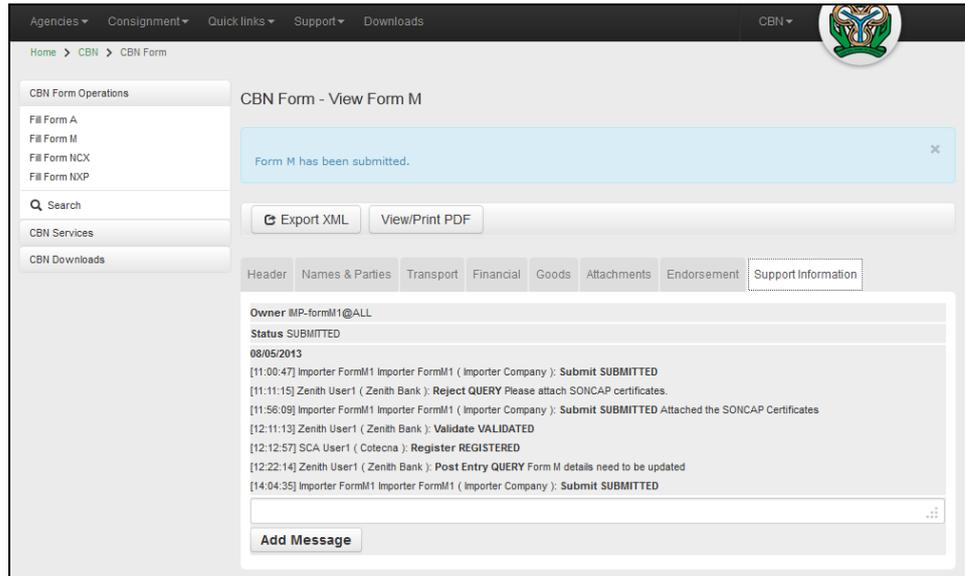
Note: The editable fields are the following:

- 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.





Note:
 Status of Form M will be changed from “QUERY” to “SUBMITTED” after post entry modification has been made.

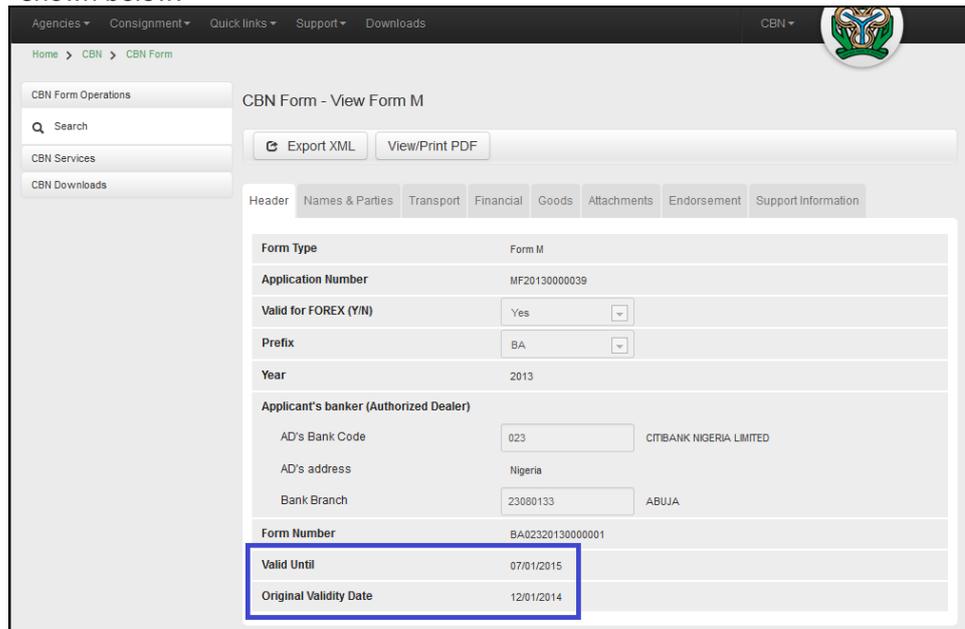
Loaded 1 documents of 1

Typ	Status	Form Number	Application Number	Curr Code	Applicant Name	CUO	Amount (FOB)	Submission Date	Validation Date
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:



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.

General Remarks:

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

Loaded 1 documents of 1

Typ	Status	Form Number	Application Number	Curr. Code	Applicant Name	CUO	Amount (FOB)	Submission Date	Validation Date
M	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										
Typ	Status	Form Number	Application Number	Curr. Code	Applicant Name	CUO	Amount (FOB)	Submission Date	Validation Date	
IM	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

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- 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.

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

- l. 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										
Typ	Status	Form Number	Application Number	Curr. Code	Applicant Name	CUO	Amount (FOB)	Submission Date	Validation Date	
IM	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 documents of 1										
Type	Status	Form Number	Application Number	Curr. Code	Applicant Name	CUO	Amount (FOB)	Submission Date	Validation Date	
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.

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

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. Note: 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.

The screenshot shows the 'CBN Form - Fill Form NXP' interface. The 'Verify' button is circled in blue. The form fields are filled with the following 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

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

The screenshot shows the 'CBN Form - Fill Form NXP' interface with a success message notification displayed at the top: "Form NXP has been verified". The form fields are filled with the same information as in the previous screenshot:

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.



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CBN Form Operations

Fill Form A
Fill Form M
Fill Form NCX
Fill Form NXP

Search

CBN Services
CBN Downloads

CBN Form - Fill Form NXP

Import XML View/Print PDF Verify **Store** Submit

Header Names & Parties Transport Financial Goods Attachments Endorsement

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

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

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CBN Form Operations

Fill Form A
Fill Form M
Fill Form NCX
Fill Form NXP

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CBN Downloads

CBN Form - View Form NXP

Form NXP has been stored. ✕

Export XML View/Print PDF

Header Names & Parties Transport Financial Goods Attachments 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.

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
 EX	Stored			CVE	PETROLINK NI...	01AP	24,578,964...		

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.

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CBN Form Operations

Fill Form A
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Fill Form NXP

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CBN Form - Edit Form NXP

View/Print PDF Verify **Update** Submit Delete

Header Names & Parties Transport Financial Goods Attachments Endorsement Support Information

Form Type Form NXP

Applicant's banker (Authorized Dealer)

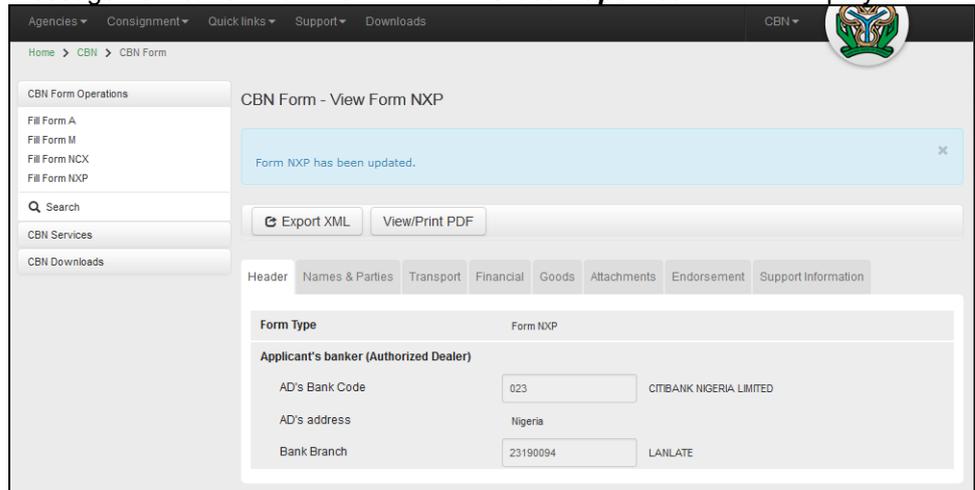
AD's Bank Code * 023 CITIBANK NIGERIA LIMITED

AD's address Nigeria

Bank Branch * 23190094 LANLATE

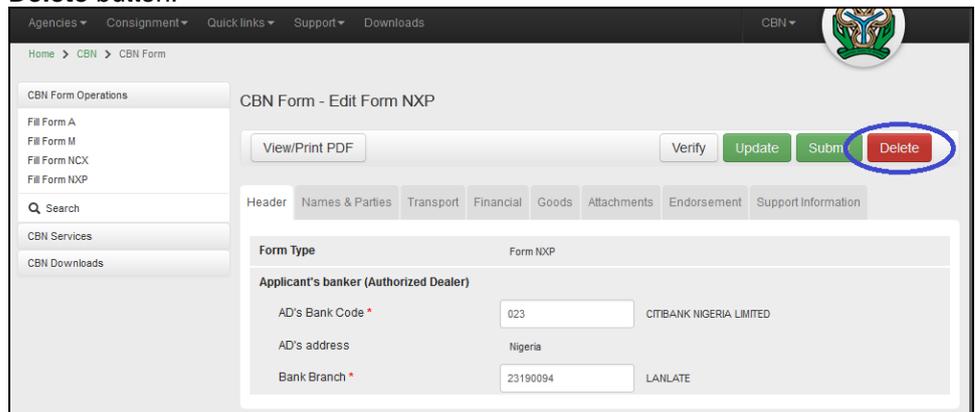


4.4.3 Message notification that **“Form NXP has been updated.”** will be displayed.

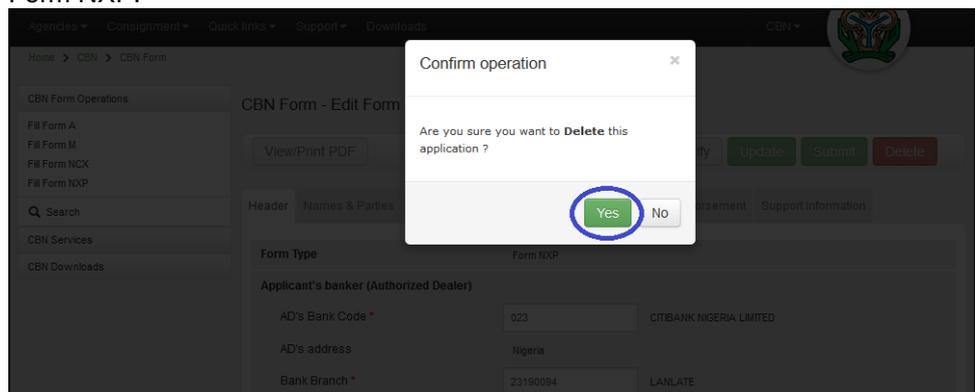


4.5 Deleting Stored CBN Form

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



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.



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CBN Form Operations

Fill Form A
Fill Form M
Fill Form NCX
Fill Form NXP

Search

CBN Services

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Search for CBN Form

Form NXP has been deleted.

Form Type: FormM
Amount (FOB):
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

Search Reset

4.6 Submit

4.6.1 To submit Form NXP, click on **Submit** button.

Agencies ▾ Consignment ▾ Quick links ▾ Support ▾ Downloads

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CBN Form Operations

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Fill Form M
Fill Form NCX
Fill Form NXP

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CBN Form - Fill Form NXP

Import XML View/Print PDF Verify Store **Submit**

Header Names & Parties Transport Financial Goods Attachments Endorsement

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

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

Agencies ▾ Consignment ▾ Quick links ▾ Support ▾ Downloads

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CBN Form Operations

Fill Form A
Fill Form M
Fill Form NCX
Fill Form NXP

Search

CBN Services

CBN Downloads

CBN Form - Edit Form

View/Print PDF

Header Names & Parties Transport Financial Goods Attachments Endorsement

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

Confirm operation

Are you sure you want to **Submit** this application ?

Yes No

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.



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CBN Form - View Form NXP

Form NXP has been submitted.

Export XML View/Print PDF

Header Names & Parties Transport Financial Goods Attachments 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.

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CBN Form Operations

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Fill Form NCX
Fill Form NXP

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Form Type FormM Amount (FOB)

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

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).

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Fill Form NCX
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CBN Form - Fill Form NCX

Import XML View/Print PDF Verify Store Submit

Header Names & Parties Transport 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 *	23150047	IDUMOTA

Tab Name	Enter or select any values for the following fields:
Header	AD's Bank Code, Bank Branch



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 and 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.

The screenshot shows the 'CBN Form - Fill Form NCX' interface. The 'Verify' button is circled in blue. The form fields are as follows:

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

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

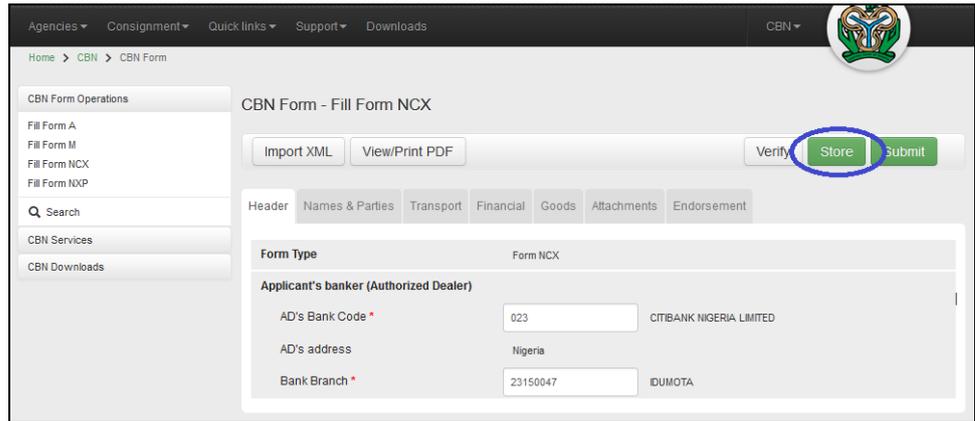
The screenshot shows the 'CBN Form - Fill Form NCX' interface with a success message: "Form NCX has been verified". The form fields are as follows:

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

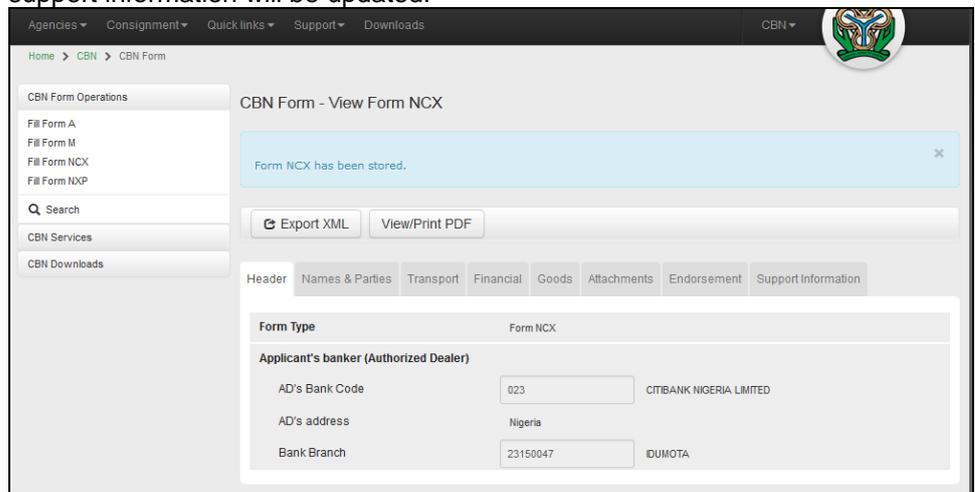
5.3 Store

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





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

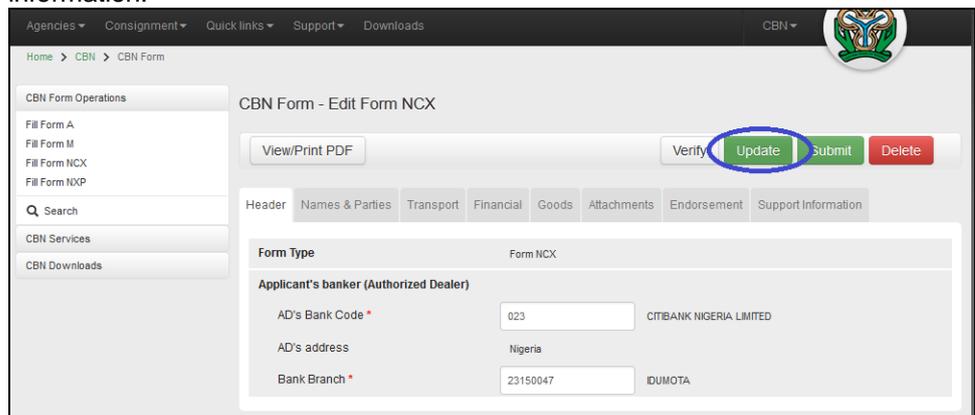


5.4 Update

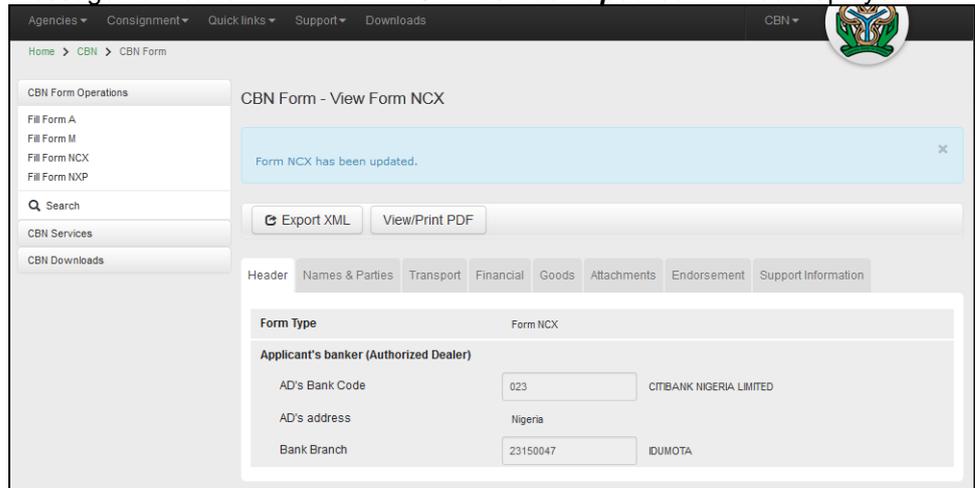
5.4.1 From CBN Form search result page, select any Form NCX record then click on **Edit** icon to edit NCX details.



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.

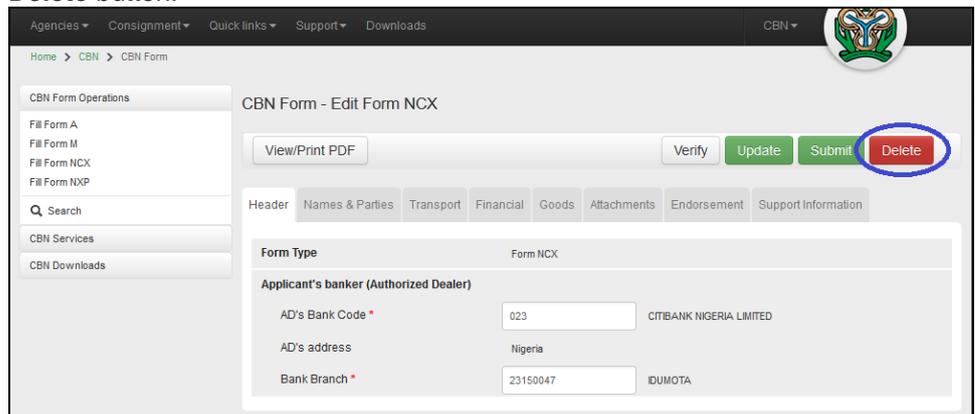


5.4.3 Message notification that **“Form NCX has been updated.”** will be displayed.

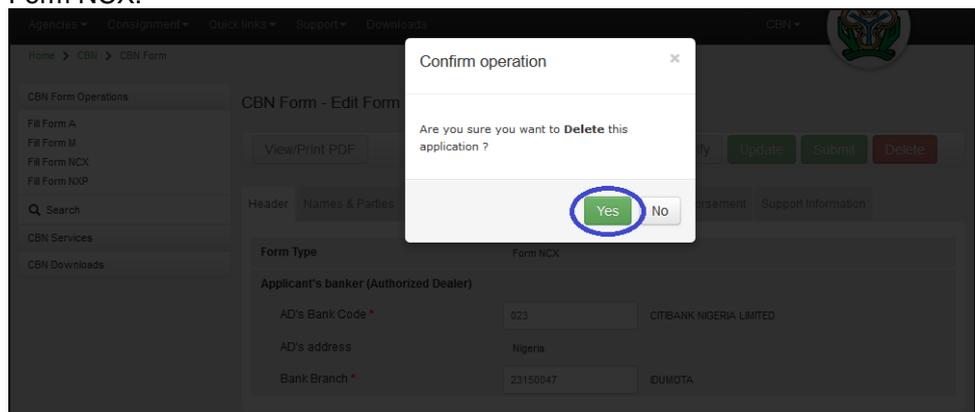


5.5 Deleting Stored CBN Form

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



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.



5.6 Submit

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

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.



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CBN Form - View Form NCX

Form NCX has been submitted.

Export XML View/Print PDF

Header Names & Parties Transport Financial Goods Attachments Endorsement Support Information

Form Type	Form NCX	
Application Number	NX2013000217	
Applicant's Banker (Authorized Dealer)		
AD's Bank Code	023	CITIBANK NIGERIA LIMITED
AD's Address	Nigeria	
Bank Branch	23150047	IDUMOTA

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.

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Search for CBN Form

Form Type: FormM Amount (FOB): [] [] []

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:

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).

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CBN Form - Fill Form A

Import XML View/Print PDF Verify Store Submit

Header Names & Parties Transport Financial Service Attachments Endorsement

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

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



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	Designated Bank , Source of Funds, Currency Code, Exchange Rate, Total FOB Value, Proforma Invoice Number, Proforma Invoice Date, Payment mode, Payment Date and 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.

The screenshot shows the 'CBN Form - Fill Form A' interface. The 'Verify' button is circled in blue. The form contains the following fields:

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

6.2.2 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.

The screenshot shows the 'CBN Form - Fill Form A' interface with a success message displayed: "Form A has been verified". The form fields are the same as in the previous screenshot:

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

6.3 Store

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

The screenshot shows the 'CBN Form - Fill Form A' interface. The 'Store' button is circled in blue. The form fields are the same as in the previous screenshots:

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



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

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- Fill Form NXP

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CBN Services

CBN Downloads

CBN Form - View Form A

Form A has been stored.

Export XML View/Print PDF

Header Names & Parties Transport Financial Service Attachments Endorsement Support Information

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

6.4 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
IS	Stored			USD	PETROLINK NL...		34,243,078		

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 A.

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CBN Form Operations

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- Fill Form NXP

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CBN Services

CBN Downloads

CBN Form - Edit Form A

View/Print PDF Verify Update Submit Delete

Header Names & Parties Transport Financial Service Attachments Endorsement Support Information

Form Type Form A

Valid for FOREX (Y/N) * Yes

Applicant's banker (Authorized Dealer)

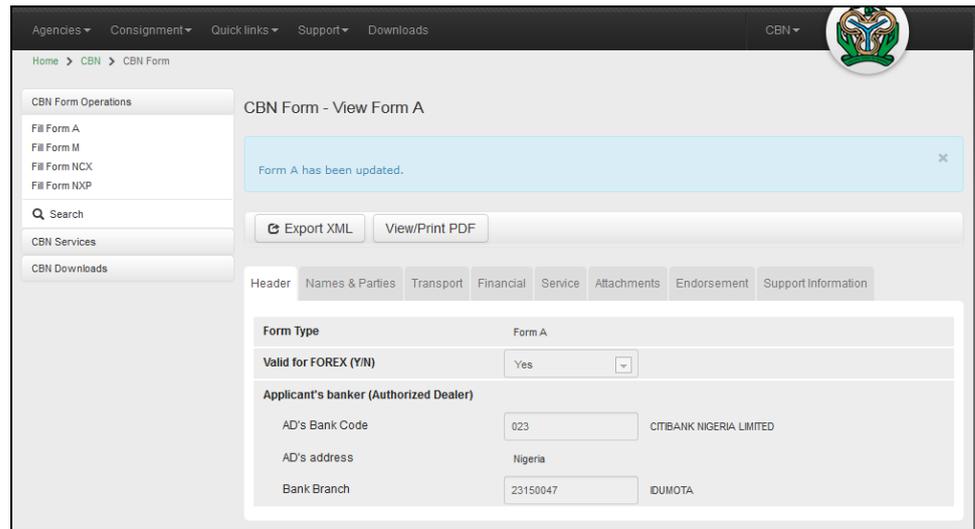
AD's Bank Code * 023 CITIBANK NIGERIA LIMITED

AD's address Nigeria

Bank Branch * 23150047 IDUMOTA

6.4.3 Message notification that “**Form A has been updated.**” will be displayed.





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Fill Form NCX
Fill Form NXP

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CBN Form - View Form A

Form A has been updated.

Export XML View/Print PDF

Header Names & Parties Transport Financial Service Attachments Endorsement Support Information

Form Type Form A

Valid for FOREX (Y/N) Yes

Applicant's banker (Authorized Dealer)

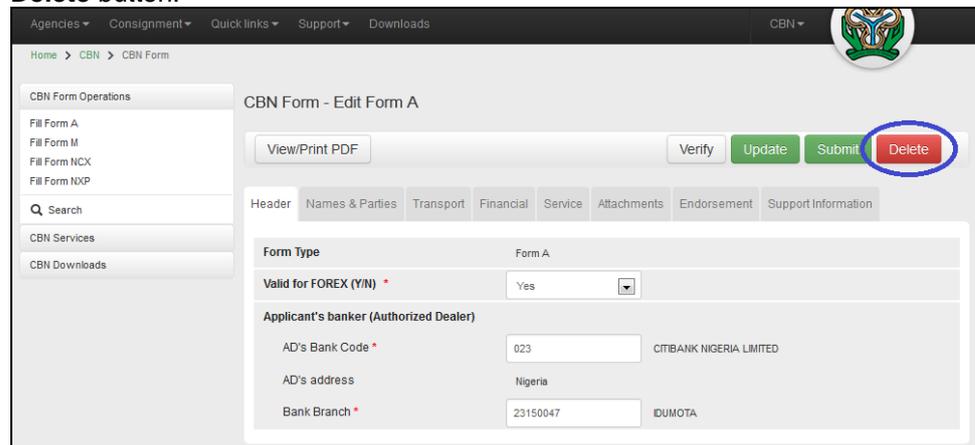
AD's Bank Code 023 CITIBANK NIGERIA LIMITED

AD's address Nigeria

Bank Branch 23150047 IDUMOTA

6.5 Deleting Stored CBN Form

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



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Fill Form NXP

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CBN Services

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CBN Form - Edit Form A

View/Print PDF Verify Update Submit Delete

Header Names & Parties Transport Financial Service Attachments Endorsement Support Information

Form Type Form A

Valid for FOREX (Y/N) * Yes

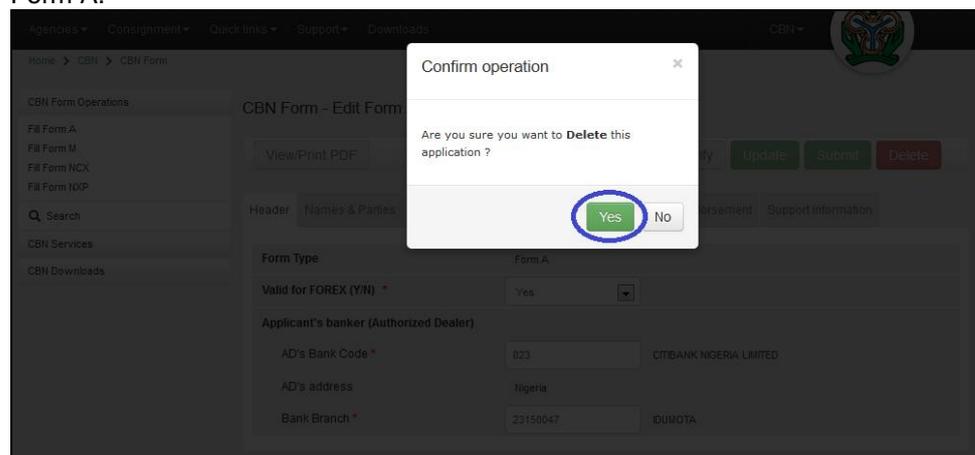
Applicant's banker (Authorized Dealer)

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.



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Fill Form NXP

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CBN Form - Edit Form A

View/Print PDF Verify Update Submit Delete

Header Names & Parties Transport Financial Service Attachments Endorsement Support Information

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

Confirm operation

Are you sure you want to Delete this application ?

Yes No

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



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CBN Form Operations

Search for CBN Form

Form A has been deleted.

Form Type: FormM | Amount (FOB): | Submission Date: | Validation Date: | Currency: SUGGEST (MIN 2) | Customs office: SUGGEST (MIN 2) | Bank Branch: SUGGEST (MIN 2)

Show Expired

Search Reset

6.6 Submit

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

Agencies ▾ Consignment ▾ Quick links ▾ Support ▾ Downloads

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CBN Form Operations

CBN Form - Fill Form A

Import XML View/Print PDF Verify Store **Submit**

Header Names & Parties Transport Financial Service Attachments Endorsement

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

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

Agencies ▾ Consignment ▾ Quick links ▾ Support ▾ Downloads

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CBN Form Operations

CBN Form - Edit Form

View/Print PDF Verify Update **Submit**

Header Names & Parties Transport Financial Service Attachments Endorsement Support Information

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 *: 00023 Headquarter

Confirm operation

Are you sure you want to Submit this application ?

Yes No

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 ▾ Quick links ▾ Support ▾ Downloads

Home > CBN > CBN Form

CBN Form Operations

Fill Form A
Fill Form M
Fill Form NCX
Fill Form NXF

Search

CBN Services

CBN Downloads

CBN Form - View Form A

Form A has been submitted.

Export XML View/Print PDF

Header Names & Parties Transport Financial Service Attachments Endorsement Support Information

Form Type Form A

Application Number AA2013000225

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

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.

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CBN Form Operations

Fill Form A
Fill Form M
Fill Form NCX
Fill Form NXF

Search

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Search for CBN Form

Form Type FormM Amount (FOB)

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

Search Reset

View profile
Change password
Logout

8 CHANGE PASSWORD

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



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CBN Form Operations

Fill Form A
Fill Form M
Fill Form NCX
Fill Form NXP

Search

CBN Services
CBN Downloads

Search for CBN Form

Form Type: FormM (dropdown) Amount (FOB): [] [] []
 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

Search Reset

View profile
Change password
Logout

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

Agencies ▾ Consignment ▾ Quick links ▾ Support ▾ Downloads

Home > Change password

Profile

Edit your profile
Change your password

Quick Links

Change password

Please enter your previous and 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.

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Agencies ▾ Consignment ▾ Quick links ▾ Support ▾ Downloads

Home > CBN > CBN Form

CBN Form Operations

Fill Form A
Fill Form M
Fill Form NCX
Fill Form NXP

Search

CBN Services
CBN Downloads

Search for CBN Form

Form Type: FormM (dropdown) Amount (FOB): [] [] []
 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

Search Reset

View profile
Change password
Logout



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.

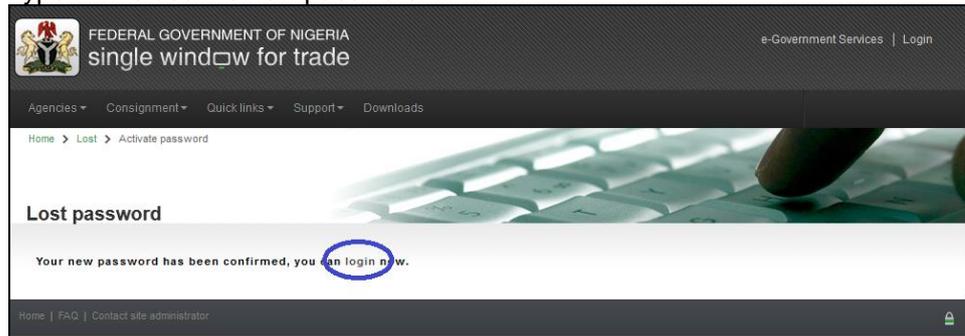
- 10.2 Lost password page will be displayed. Enter your email address used in registration then click on **Reset password** button.

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

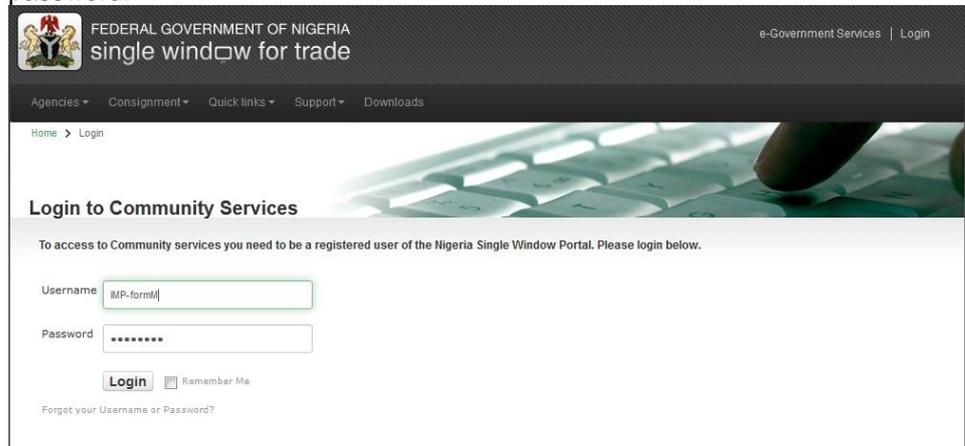
- 10.4 Log in to your email provider. New password will be displayed. To activate new password, click on the activation hyperlink.



- 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.



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

