

SETTING UP YOUR TIN

Step 1

- Obtain TIN Number (Tax Identification Number) from your local Tax office and validate it with FIRS (Federal Inland Revenue Service)

Step 2

- Upon validation, log onto: <https://trade.gov.ng/firs/> and follow the attached user manual to register your TIN with the Single Trade Portal.

SETTING UP FORM M FOR A SHIPMENT

Step 3

- Obtain Proforma Invoice (PFI) from Shipper to show item description, quantity, total FOB, freight and CFR values as separate line items. PFI to also show Customs HTS Codes, country of origin and country of supply. PFI to also show mode of payment for goods (Letter of Credit, Bills for Collection or just Prepaid Telegraphic Transfer)
- Obtain Marine insurance cover from a local insurance company
- Log to the portal (username-TIN number & password), select local processing bank, fill the information from proforma invoice & marine insurance.
- Upload copy of PFI & marine insurance to the portal and click submit to bank. (at that point form M number will be generated)
- After the information submitted has been verified by the bank, they will validate the form M and at that point a BA number will be added. You can now print form M out in pdf format.

NOTE:

Any client that already has password for the portal they can just log on and process their form M or submit PFI & Insurance.

For more information, please contact your local bank –Foreign Trade Desk or you can contact us by email to info@LXGlobal.com or frontdesklos@lxglobal.com