

NIGERIA- IMPORT DOCUMENTATION & HANDLING PROCESS

IMPORTANT NOTE: ALL SHIPPING DOCUMENTS INCLUDING HAWB/HBL AND MAWB/MBL **MUST BE APPROVED BY DESTINATION BEFORE SAILING**

DOCUMENTS REQUIRED FOR IMPORT ARE:

PRE-SHIPMENT DOCUMENTATION

- **Proforma Invoice** (issued by Shipper to facilitate Form M processing). Product HS Code, Country of Origin & Supply, freight Charges and Destination Port MUST be listed on main body of PFI
- **Form M** (Processed by Importer) LX may process on behalf of Importer if terms are DAP/DDP). Form M can be 'Valid for Forex' (used to Remit funds) or 'Non Valid for Forex' (no fund remittance required)
- **SONCAP** (processed with SGS, Intertek or Cotecna – see SONCAP process)
- **NAFDAC Import Permit** for Chemicals, Food & Pharmaceuticals
- **Electrical Electronic Equipment (EEE) form** for Electrical/Electromagnetic imports to be processed by importer - www.nesrea.org forms at http://www.nesrea.org/forms/EEE%20Registration%20form_NF03.pdf
- **NNRA & NPF Permits** for Radioactive Materials, Explosives or Ammunitions

NOTE that for DDP where customer wants LXGlobal to act as the Importer or Record (IOR), the PFI will have to be addressed as below:

Ship to: *LogistiQ Xpeditors Limited*
 33 Ribadu Road, SW Ikoyi
 Lagos, NIGERIA

Deliver To: *Consignee*
 XXXX Road
 Lagos, Nigeria

FINAL SHIPPING DOCUMENTS

- Commercial Invoice & Packing List
- Bill of Laden (BL)/Airway Bill (AWB)
- Combined Certificate of Origin & Value (CCVO Form C16)
- Certificate of Analysis (for raw materials & other regulated products)
- Manufacturer's Certificate
- MSDS or data sheet for Haz cargo

IMPORTANT NOTES FOR AWB/BL:

- Complete MF# & BA# must be printed on both AWB and BL
- Please NOTE that CONSOLIDATION is NOT allowed by Nigerian Customs and as such, each AWB/BL set must be accompanied by ONE Invoice & Packing List only.
- AWB/BL and Shipping Manifest must have EXACT Cargo description listed. Do not list description as General Supplies or use wording 'CONSOL' or 'CONSOLIDATION'
- Where HAWB/HBL has been issued, make sure you list the MAWB/MBL # on the body of the HAWB/HBL
- Form M & BA # to be listed on the SONCAP CoC
- For Ocean Shipment, ensure to consign MBL to Final Consignee with 2/3 original copy sent to destination by courier

DESTINATION HANDLING

Nigeria operates a Destination Inspection Scheme. 3rd party brokers will provide a letter of authority from consignee and pay the TOV fee to receive shipping documents.

For DAP/DDP, LX will handle the destination clearance and delivery. The following process will act as a guide to clearance process although may vary for some specialised cargo:

GENERAL DAP/DDP HANDLING PROCESS (Hi Level)

1. Forwarder sends draft of shipping documents to LX at destination for approval
2. Approved docs and original is printed at origin to ship with air cargo or to be sent via courier (for ocean freight) or submitted to shipper bank for L/C and B/C terms.
3. Form M processing bank submits to Customs for the processing of Pre Arrival Assessment Report (PAAR). *NOTE: there may be situations where we would require airfreight held at origin until RAR is ready before shipping.*
4. LX monitors the cargo arrival and pays documentation charges to carrier agent at destination port to retrieve original shipping documents or received original stamped docs (for L/C and B/C terms) and PAAR from consignee bank.
5. If PAAR not available or delayed, LX will apply for provisional release approval from Customs.
6. With PAAR or Provisional release approval, LX will lodge entry to obtain duty assessment.
7. Duty payment is made direct to Federal Government of Nigeria –Customs Duty Account
8. For DDP terms, LX will pay Duty and bill back to Shipper.
9. Once Duty paid and official receipt issued, LX will then present the customs payment receipt to Customs and apply for cargo examination.
10. Cargo Examination mode is randomly assigned for Scanning (Green Lane) or Physical Examination (Red Lane).
11. LX will pay the rated shipping line destination handling charges to ensure containers are positioned for examination
12. Cargo Examination is carried out by Customs (Physical Exam/Scanning).
13. If examination results come passed, we will then commence clearance releases with the other Govt and Security agencies at the port (SON, NAFDAC, Plant Quarantine, NDLEA, NPF Bomb Squad, NNRA etc).
14. After completion of shipment verification and final Customs release, a release order is dispatched to Terminal Handling Company where containers are stored.
15. Terminal Charges are paid and a Terminal Delivery Order obtained to load the containers on trucks
16. Terminal release papers will be used to process the port gate pass where all shipping documents are verified and shipment released.
17. LX Delivers cargo to Consignee Location
18. Cargo is unstuffed at Consignee location
19. For Ocean Containers, the empty equipment is loaded back on the trucks and returned to the Shipping Line
20. Empty Containers are returned to shipping Company, Inspected for any damages and Container interchange card received.
21. Shipping Documents are perfected for the receipt of Exchange Control Documents (ECD)
22. ECD is presented to Customer for submission to Form M processing bank and close Form M

A) CHECKLIST FOR SHIPPING DOCUMENTS

BILL OF LADING/AIR WAY BILL

1. Shippers/Suppliers Name
2. Consignee's Name
3. Notify Party
4. Port of Loading/Discharge on AWB/BL must conform with Form M
5. Vessels name, Date of shipment & AWB/BL Number
6. Container number & Seal number (s) must be boldly written
7. Full description of Products & quantity
8. Letter of Credit details i.e. L/C number, BA number & MF number must be CORRECTLY WRITTEN on Bill of Lading.
9. Freight prepaid notation must be stated

B) COMBINED CERTIFICATE OF VALUE & ORIGIN

1. Country of origin must be clearly stated
2. Invoice number and amount must be boldly stated
3. 1-8 of A above must be fully written on invoice
4. PFI No and date must be stated on invoice
5. The attestation page of the CCVO must be completed and endorsed with date by the supplier. For L/C & B/C, origin Chamber of Commerce to attest CCVO
6. Total value must be same with form M value1. In case it's higher/lower you need to check whether it's within the 10% tolerance which an L/C can accommodate.

C) PACKING LIST

1. Must show name and address of both supplier & consignee/importer
2. Must state detailed description of goods, quantity, gross & net weights, packing, markings, Batch number & numbers of container
3. Must state Container number & Seal number, Bill of lading number, shipment date, port of loading and discharge & country of origin/Supply
4. L/C, form M, BA & PFI number must be clearly written

D) CERTIFICATE OF ANALYSIS (for L/C or Bills for Collection shipments)

1. Must show name of supplier and buyer
2. Detailed product description, chemical content/formation/analysis
3. Must show specification, result, method etc
4. Batch number (s), date of production /Expiry date must be clearly written

E) MANUFACTURER' CERTIFICATE/PRODUCTION CERTIFICATE

1. As in 1-4 of D above
2. Must state the ISO STANDARDS ADOPTED e.g. ISO 90001 or the REGULATORY or Controlling body which their product is in conformance to
3. It must be original and must be duly signed by supplier.

F) COMMERCIAL /FINAL INVOICE

1. as in 2-4 of B above

(G) Fumigation or Heat Treatment Certificate for Wooden Pallets or Crates

1. Must contain all detailed information as in 1-8 of A above
2. Date of Fumigation and Details of Treatment method