

## NIGERIA- EXPORT DOCUMENTATION & HANDLING PROCESS

### DOCUMENTS REQUIRED FOR EXPORT ARE:

#### PRE-SHIPMENT DOCUMENTATION

- **Commercial Invoice** (issued by Shipper to for destination clearing purposes). Product HS Code, Country of Origin & Supply, freight Charges and Destination Port MUST be listed on main body of Commercial Invoice
- **NXP Form** (Processed by Exporter) – For registration and receipt of Export Proceeds.
- **CCI Clean Certificate of Inspection** (processed with COBALT International Services Limited). All Exports shall be subjected to inspection by Pre-shipment Inspection Agents (PIA). COBALT International Services Limited is the PIA for Nigeria.

#### FINAL SHIPPING DOCUMENTS

- Commercial Invoice & Packing List
- Bill of Laden (BL)/Airway Bill (AWB)
- Clean Certificate of Inspection (CCI)
- NXP (Nigeria Export Proceed) Form

### IMPORTANT NOTES FOR AWB/BL:

- AWB/BL and Shipping Manifest must have EXACT Cargo description listed. We cannot list description as General Supplies
- We currently do not have facilities for HAWB/HBL from Nigeria. As such shipment will move by carrier issued AWB/BL to be consigned according to instructions from shipper or destination (for Collect terms)

### ORIGIN HANDLING

- All Exports shall be subjected to inspection by Pre-shipment Inspection Agents (PIA) who will be responsible for issuing Clean Certificate of Inspection (CCI).
- Shipper must register with the Nigerian Export Promotion Council (NEPC).
- Exportation must be carried out through approved Seaport or Airport (we do not handle land export).
- All Goods for Export shall be entered in Single Goods Declaration (SGD) Form C 2010 with all relevant columns completed.  
The following documents must be attached to the SGD Form C 2010
  - Commercial Invoice stating the description, quantity, unit price and total value of the goods. It shall include the cost of internal transportation; insurance and freight charges.
  - A set of dully completed and signed Nigeria Export Proceed (NXP) Form obtained from the Exporter commercial bank.
  - Clean Certificate of Inspection.
  - General System of Preference Certificate for all goods to be exported to European Union countries.
- Physical examination by officers of the Nigeria Customs Service of all export goods before sealing/loading is mandatory. Such examination shall be carried out at:
  - [a] Owner's premises and thereafter escorted by Customs to the Port of exportation.
  - [b] The Port of Exportation.
- The Export SGD must be processed in the CPC and the result of the physical examination endorsed accordingly prior to loading of the goods on board the exporting vessel.

- Compliance with extant export regulations/guidelines of other relevant agencies (NDLEA, NNREA, NPF, Plant Quarantine etc) is also required as applicable.
- The Exporter shall operate a domiciliary account with any approved commercial bank in Nigeria and must ensure that the repatriated export proceeds are paid into this account, no later than 180 days from the date of export.

#### CHECKLIST FOR SHIPPING DOCUMENTS

- A) BILL OF LADING/AIR WAY BILL
1. Shippers/Suppliers Name, Consignee's Name & Notify Party
  2. Port of Loading/Discharge on AWB/BL must be visible
  3. Vessels name, Date of shipment & AWB/BL Number
  4. Container number & Seal number (s) must be boldly written
  5. Full description of Products & quantity
  6. Letter of Credit details i.e. L/C number or any import license from destination country must be CORRECTLY WRITTEN on Bill of Lading.
  9. Freight prepaid/collect notation must be stated
- B) CERTIFICATE OF VALUE  
- Consignee o advice if this is required for destination
- C) CERTIFICATE ORIGIN  
- Consignee o advice if this is required for destination
- D) PACKING LIST
1. Must show name and address of both supplier/Exporter & consignee
  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
- E) CERTIFICATE OF ANALYSIS  
- Consignee o advice if this is required for destination
- F) MANUFACTURER' CERTIFICATE/PRODUCTION CERTIFICATE  
- Consignee o advice if this is required for destination
- G) COMMERCIAL /FINAL INVOICE
1. Must show name and address of both supplier/Exporter & consignee
  2. Must state detailed description of goods, quantity, unit cost and total cost
  3. Must state currency of invoice and payment terms
  4. L/C Invoice number must be clearly written
- H) FUMIGATION OR HEAT TREATMENT CERTIFICATE (for Wooden Pallets or Crates)  
- Consignee to advice if this is required for destination
- I) CLEAN CERTIFICATE OF INSPECTION REPORT
1. The Pre-shipment Inspection Agent's details must be clearly stated on the CCI
  2. The Supplier's name and address must be stated on the CCI
  3. Description of goods for export must stated.
  4. Signed an stamped by the PIA