

## **CONDITIONS REQUIRED FOR REGISTRATION**

### **DOCUMENTS REQUIRED FOR REGISTRATION AS AN EXPORTER**

#### **1.0 NEW REGISTRATION**

##### **1.1 LIMITED LIABILITY COMPANIES**

- i. Certificate of Incorporation
- ii. Certified true copy of Memoranda and Article of Association
- iii. Current Certified true copy of Form C.O.7 (Particulars of Directors)

**Originals to be sighted by Schedule Officer**

##### **1.2 CO-OPERATIVE SOCIETY**

- i. Certificate of Registration (Issued By Issuing Authority in the State and FCT)
- ii. Bye laws of the society

**Originals to be sighted by Schedule Officer**

##### **1.3 GOVERNMENT AND NON-GOVERNMENTAL ORGANIZATION**

- i. Certificate of Registration
- ii. Constitution of the NGO
- iii. Memorandum for Guidance of Applicant

#### **2.0 RE-VALIDATION OF EXPORTERS CERTIFICATE**

Exporter's Certificate should be re-validated annually

##### **2.1 REQUIRED DOCUMENT FOR RE-VALIDATION**

- I. Application for Renewal on company's letter head paper
- II. Certificate of Incorporation (original for Sighting)
- III. Current certified true copy of Form C.O.7 (original for sighting)
- IV. Evidence of Export performance in the last one year of re-validation (i.e. NXP form, Bill of Lading, CCI, ETC)
- V. Original of the Expired Exporter's Registration certificate

#### **3.0 FEES** (Subject to review as necessary)

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|---|-------------|
| i. Application form                           | ₦500.00     |
| ii. Registration Fees                         | ₦ 5,000.00  |
| iii. Re-Validated Fees                        | ₦ 3,000.00  |
| iv. Surcharge for lost/ mutilated certificate | ₦ 10,000.00 |