

- **GUIDELINES FOR FILLING ETLs FORM**

Prospective applicants should provide under-listed information:

- 0 Business Name; Registration No
- 1 Address of Head Office (P.O.Box ; telephone No, fax No, E-mail address, website)
- 2 Sector and Branch of Activity
- 3 Legal Status
- 4 Preferential treatment granted by Member State of domiciliation
- 5 Number and location of factory
- 6 Product(s) name
- 7 Product(s) size
- 8 Diagram of production processes
- 9 Raw Materials of Foreign Origin: Quantities and amount  
Raw Materials of ECOWAS origin : Quantities and amount
- 9.1 Consumables of Foreign Origin: Quantities and amount  
Consumables of ECOWAS Origin: Quantities and amount
- 9.2 Packaging of Foreign Origin: Quantities and Value  
Packaging of ECOWAS Origin: Quantities and Value
- 10 . CIF value (4)
- 11 . Transport, transit to factory (5)
- 12 . Import duties and taxes.
- 13 Other expenditure borne by company:
  - Salaries and wages (6)
  - Duties and taxes (borne by company)
  - Works, supplies and services provided from
    - administrative overheads
    - electricity & power
    - repairs & maintenance
    - transport and travel
    - financial charges
    - amortisement (buildings & equipment))
14. Evidence of Certification:  
NEPC, NAFDAC, S.O.N, M.AN e.t.c

**for more information, call : +2348033544080, or send an email to: [enquiry\\_m&br@yahoo.com](mailto:enquiry_m&br@yahoo.com) , [m&br@nepc.gov.ng](mailto:m&br@nepc.gov.ng)**

ECONOMIC COMMUNITY OF  
WEST AFRICAN STATES

COMMUNAUTE ECONOMIQUE  
DES ETATS DE L'AFRIQUE  
DE L'OUEST

**ANNEX N° 1.**

APPLICATION FORM FOR ADMISSION TO THE  
ECOWAS TRADE LIBERALISATION SCHEME

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To be completed by the industrial enterprise  
and submitted by the ECOWAS Member State

Executive Secretariat  
April 2002

## CONTENT OF APPLICATION FORM

### **I. Identity of Enterprise**

- 0.1 Business Name; Registration N°
- 0.2 Address of Head Office (P.O.Box ; telephone N°, fax N°, E-mail address, website)
- 0.3 Sector and Branch of Activity
- 0.4 Legal Status
- 0.5 Preferential treatment granted by Member State of domiciliation
- 1.6 Number and location of factory

### **II. Manufactured Products Submitted for Approval**

- 2.1. Description of product under ECOWAS Customs Nomenclature
- 2.2. Type of product
- 2.3. Brand name and manufacturing label

### **III. Manufacturing Process**

- 3.1. Description of manufacturing process
- 3.2. Raw materials employed

3.3. Consumables utilised

3.4. Type of packaging utilised

**IV. Determination of ex-Factory Price and Value-added**

4.1. Applicants must complete form, indicating components determining ex-factory price and value-added for each product or group of products

**I. Identity of Enterprise**

- 1.0 Business Name
- Headquarters Address.....
- P..O.Box.....
- Telephone N°.....
- Fax N° .....
- E-mail address.....
- Website.....
- Sector and Branch of Activity.....
- Legal Status (1).....
- Preferential Treatment granted by Member State of Domiciliation (2)  
.....
- Approval number issued under the liberalisation scheme (3)  
.....
- Number and location of establishments  
.....

(1) attach copy of Statutes

- (2) attach copy of text granting such treatment
- (2) for already approved enterprises

## **II. Manufactured Product submitted for Approval**

- 2.1 Describe product using ECOWAS Tariff and Statistical Nomenclature and indicating trade description (attach any official documents attesting to tariff classification, and, where possible, include a sample of product).
- 2.2. State tariff item or sub-item classification of manufactured product under ECOWAS Nomenclature
- 2.3 State brand name or manufacturing label used for marketing purposes (include any useful indications for the identification of the manufactured product)

### III. MANUFACTURING PROCESS

#### 3.1. Description of Manufacturing process

#### 3.2. Raw materials utilised

1. Use model table for each product submitted for approval

Product manufactured-----	Reference Year .....		
Description of raw materials (1)	ECOWAS Customs Nomenclature N <sup>o</sup>	Quantity Utilised	Value on entry into factory
A. <u>Raw Materials of Foreign Origin</u>			
B. <u>Raw Materials of ECOWAS Origin</u>			

(1) state principal raw materials utilised

### 3.3. Consumables Utilised in the Manufacture of Products Submitted for Approval

2. Use model table for each product submitted for approval

Product Manufactured-----	Reference Year		
Description of Consumables (1)	ECOWAS Customs Nomenclature N°	Quantity Utilised	Value on entry into factory
A. <u>Consumables of Foreign Origin</u>			
B. <u>Consumables of ECOWAS Origin</u>			

(1) state principal consumables utilized



**IV. CALCULATION OF EX-FACTORY COST PRICE  
AND VALUE ADDED**

**Description of product :** ..... **NTS :**.....  
**Maximum production capacity :** ..... **Quantity produced :**.....

Components determining ex-factory cost price Reference Year	Value per unit produced (2) (3)	%
1*) Raw materials utilised: - of ECOWAS origin - Of foreign origin : . CIF value (4) . Transport, transit to factory (5) . Import duties and taxes  2*) Consumable utilised - of ECOWAS origin - of foreign origin : . CIF value (4) . Transport, transit to factory (5) . Import duties and taxes  3*)Packaging utilised - of ECOWAS origin - of foreign origin : . CIF value (4) . Transport, transit to factory (5) . Import duties and taxes.  4*)Other expenditure borne by company - Salaries and wages (6) - Duties and taxes (borne by company) - Works, supplies and services provided from external sources (7) - Transport and travel - Financial charges (8) - Amortisements (buildings & equipment) (9)		
<b>EX-FACTORY COST PRICE</b>		
<b>VALUE ADDED %</b>		

(1) state reference year

(2) state thousands or millions in local currency

(3) state unit of measure and consumables (kilo, metre, m3, etc)

(4) CIF value of raw materials and consumables

(5) transport-transit to border of importing State + transport-transit to factory (for land-locked countries)

(6) salaries and wages may not exceed 20% of cost price

(7) works, supplies and ext. services may not exceed 10% of cost price, and must be directly tied to production

(8) financial charges may not exceed 3% of cost price

(9) amortisements must be recorded on a separate form, giving details of investments made and rate and mode of amortisement.