NIGERIA REGULATIONS

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NIGERIA >> Regulation Overview

Waiver Control: Advanced Cargo Declaration (ACD) / Cargo Tracking Note (CTN)

The Government of the Federal Republic of Nigeria has authorized the Nigerian Shipper’s Council (NSC) to implement an Advanced Cargo Declaration (ACD) / Cargo Tracking Note (CTN) for all Import & Export shipments into/from Nigeria.

This declaration is a component of the requirements of compliance on ISPS code and will allow Nigeria authorities to carry out a risk assessment on cargo and ships.

Reference Tools
- Information can be found on website: http://acdnigeria.com/
- All official documentation and manuals on CTN/ACD can be found as an appendix at the end of this file.

By using a CTN/ACD cargoes can be tracked from port of load to port of discharge. It is expected that CTN/ACD will check decades of fraudulent declarations by importers on arrival at the ports. The scheme will assist effective economic regulation, international trade facilitation, safety and security of cargo, ships and port installations.

This new regulation impose to declare cargo information in advance ensures that:
- All cargoes (Import & Export) is accompanied by an Entry Summary Number (ENS) or an Exit Summary Number (ENS)
- All vessels have received a Movement reference Number (MRN) prior to be allowed to sail into Nigeria Waters

Import Cargo Into Nigeria
For Import cargo into Nigeria the regulation will be applicable on 3rd November 2015 (date of loading at origin POL) as from this date following procedure and charges will be enforced:

- Customers will need to register and log in onto http://acdnigeria.com/ to proceed with Advanced Cargo Declaration and obtain Entry Summary Number (ENS) for their respective shipments
- ENS number must be provided to the Shipping Line prior loading at POL in order to be included on the Bill of Lading and Cargo Manifest.
- Shipping Line will proceed with the Advanced Manifest declaration for ISPS code before departure from the last transshipment port (or Port of Loading for direct calls to Nigeria) to obtain the MRN (Movement Reference Number) required to enter Nigeria ports. (Detailed procedure enclosed: “Carrier User Manual Nigeria.pdf”)

Export Cargo From Nigeria
For Export cargo from Nigeria regulation will be applicable on 3rd November 2015 (date of loading in Nigerian ports) as from this date following procedure and charges are enforced:

- EXS number must be provided to the Shipping Line prior loading at Nigerian ports in order to be included on the Bill of Lading and Cargo Manifest.
- Shipping Line will proceed with the Advanced Manifest declaration for ISPS code to allow Nigerian authorities to carry out the risk assessment on cargo and ship and will obtain the MRN (movement reference Number).

Pre-Arrival Assessment Regime [PAAR]

- The Pre-Arrival Assessment Regime [PAAR] allows importer/Agents to submit import documents for assessment and issuance of PAAR (for clearance) before the arrival of the cargo.
- Full details of this program are found at the end of this document.

The information given has been given in good faith and believed to be correct at the time of writing. Please verify these facts with other relevant sources before using this as the basis of any action taken as we regret we cannot accept liability for any consequences due to inaccuracies in this information.
Export Inspections

- **Cobalt International Services Limited** provide ‘Export Inspections’ services to the Federal Government of Nigeria.
- These inspections are based on the primary export document, the Nigerian Exports Proceeds Form (NXP Form), and the associated Request for Information Form (RFI Form) both of which contain details of export shipments.
- Services undertaken by the Company include a number of checks on export goods. These checks are aimed at ensuring that exports from Nigeria meet international standards and are appropriately and competitively priced, thus fulfilling the Buyer’s requirements and expectations and maximizing revenue for Nigeria.
- The main categories of inspection are as follows:
  - Cargo Verification
  - Quantity Verification
  - Quality Verification
  - Price Verification
- Guidelines can be found on their website:

Contacts:
- ABUJA (Head Office)
  - 27 Kampala St
  - Off Cairo Street
  - Wuse II
  - Abuja
  - Nigeria
  - Tel: +234 9 4136007
- LAGOS (Non-Oil)
  - 16 Bombay Crescent
  - Apapa
  - Lagos
  - Nigeria
  - Tel: +234 1 7943040
  - Fax: +234 1 5870295
- LAGOS (Oil & Gas)
  - 7a Gabaro Close
  - Victoria Island
  - Lagos
  - Nigeria
  - Tel: +234 1 462 6619

Product Conformity Assessment Programme [SONCAP]

**Product Conformity Assessment Programme [SONCAP]**

Nigeria operates the Nigerian Product Conformity Assessment Programme [SONCAP]. The work is carried out for the Standards Organisation of Nigeria [SON – www.export2nigeria.com] on a sole-mandate basis. SONCAP was implemented from 01/09/05. The Government of Nigeria has implemented this programme to:

1) Prevent the importation and dumping of unsafe, sub-standard and counterfeit products
2) Prevent the loss of foreign exchange spent in importing these items in the past.

<table>
<thead>
<tr>
<th>Mandated by</th>
<th>The Standards Organisation of Nigeria (SON).</th>
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</thead>
<tbody>
<tr>
<td>Scope of SONCAP</td>
<td>An offshore assessment of SON regulated products intended for importation into Nigeria to verify conformance with Nigerian Industrial Standards and/or approved International Standards. Certification of compliant products and each individual shipment.</td>
</tr>
<tr>
<td>Regulations</td>
<td>Federal Government of Nigeria Policy effective 1st September 2005</td>
</tr>
<tr>
<td>Regulated Products</td>
<td>From the 5th September 2009, the SONCAP will be extended to cover all products except those regulated by the National Agency for Food and Drug Administration and Control (NAFDAC). All products are regulated under SONCAP except those in the exemptions. Products include:</td>
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<tr>
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<td>• Food products</td>
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<td>• Drugs</td>
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<td>• Medical Products (other than equipment and machines)</td>
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<td></td>
<td>• Chemicals used as raw materials</td>
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<td>• Military ware and equipment</td>
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<td>• Aviation related products</td>
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</table>
| **Authorised Companies** | • Certification bodies are appointed by SON these include Intertek and SGS  
• The Exporter and/or Importer choose the Certification Body to be used. |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| **Assessment Methods**   | Depending upon the product and determined risk level, the assessment shall be conducted using one or more of the following methods:  
• Laboratory Testing  
• Manufacturer’s Factory Verification  
• Product Sampling (for testing)  
• Documentary / office based Verification |
| **Forms of Attestation**  | Compliance with SON requirements is confirmed through the issuance of:  
• A Product Certificate: Required for each type or model of SON regulated product intended to be exported to Nigeria. It is valid for up to 3 years.  
• A SONCAP Certificate: Issued based on the seller’s final invoice for each shipment of goods covered by a Product Certificate. |
| **Purpose of Attestation**| • Product Certificate: Required by the importer to open a Form M (Import Application) prior to shipment of the goods from country of supply.  
• SONCAP Certificate: Required by the importer for Customs clearance. |
| **Minimum Order Value**   | Not applicable |
| **Fees**                  | The fees related to issuance of Product and SONCAP Certificates are borne by the Seller/Exporter |
| **Testing**               | Testing and issuance of test reports is performed by:-  
• SGS laboratories or  
• Approved manufacturer’s laboratories or  
• Laboratories accredited to ISO 17025 or equivalent |
| **Verification**          | • Verification covers documentary/office based checks and may include visits to the manufacturer’s or exporter’s facilities and the taking of samples for laboratory testing and/or the verification of the manufacturer’s batch controls and testing.  
• All labels and instruction manuals shall be in English language in addition, where applicable, to any other language. |
| **Standards**             | The applicable product Standards are those stipulated by SON which are:-  
• Nigerian Industrial Standards (NIS) and/or  
• Other International Standards |
| **Product Certificate Issuance** | Documents required for issuance of Product Certificates are:-  
• Laboratory Test Report from an approved laboratory  
• Request for Product Certification (RFPC) using the RFPC Form  
• Photographs of the products (where applicable)  
• Product Technical Data Sheet (where applicable)  
• Additional documents as may be considered appropriate  
Additionally, SGS may carry-out a verification of the manufacturer’s factory. |
| **SONCAP Certificate Issuance** | Documents required for issuance of SONCAP Certificates in respect of each intended individual shipment of goods are:-  
• Seller’s final commercial invoice for the shipment (the goods description therein must be sufficiently detailed and conform with the Product Certificate)  
• Packing List  
• Request for Shipment Certification using the Request for SONCAP Certificate (RFSC) form  
• Manufacturer’s Test Certificate for the batch being shipped  
Additionally, SGS may determine, on a selective basis, the need for a visit to the exporter’s/manufacturer’s premises for taking samples of the products for testing and/or verification of the manufacturer’s batch controls and testing.  
Exporters are advised not to proceed with shipment until completion |
The information given has been given in good faith and believed to be correct at the time of writing. Please verify these facts with other relevant sources before using this as the basis of any action taken as we regret we cannot accept liability for any consequences due to inaccuracies in this information.

CMA CGM trained staff members are available to assist customers in all aspects of the documentary requirements of the trade to Nigeria. Please contact your local agency office for advice.

**Contact**
For more information contact

SONCAP
Address: http://www.son.gov.ng/contact-son/
Email: info@son.gov.ng
Website: www.son.gov.ng

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**Prohibited Imports**

For more information on prohibited imports please see the [Nigeria Customs Administration](http://www.son.gov.ng/contact-son/) website.

**Restricted Exports**

For more information on prohibited exports please see the [Nigeria Customs Administration](http://www.son.gov.ng/contact-son/) website.

**Carriage Of Motor Vehicles**

A circular #003/2014 has been issued by the Nigeria Customs Service regarding the carriage of motor vehicles on Nigeria bound vessels/aircrafts.

**Effective 1st May 2014**

All vessels carrying vehicles into Nigerian ports must satisfy the following conditions on the inward manifest:

- Detail chassis number
- Model / Make
- Manufacture year
- Vehicle identification number [VIN] number

Any vessel that contravenes the above directives shall be denied customs boarding/clearance. This is in line with the provision of Customs & Excise Management ACT Cap C.45 LFN 2004, Part III Section 56 with the power to reject or cancel clearance of ships

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**Electronics**

We would like to reinforce the absolute necessity to comply with the procedure implemented by NESREA, the National Environment Standards and Regulations Enforcement Agency for import of used electronics to Nigeria. Shippers are required to fill in the Registration Form for electrical electronic equipment (EEE) when shipping Electrical Electronic Equipment (EEE) to Nigeria. This form is available on NESREA web site at http://www.nesrea.org.

In that context no booking can be accepted without this certificate. The unique identity number on the NESREA certificate must be mentioned on the B/L and on the manifest for import of EEE to Nigeria. We thank you for your understanding and support.
1.0 Background

1.1 Used electrical equipment (EEE) from developed countries have become highly sought-after commodities in Nigeria in recent years as an attempt to bridge the so-called digital divide and make information communication technology (ICT) equipment available at affordable prices. This has however led to a massive flow of obsolete Waste Electrical and Electronic Equipment (WEEE), electronic waste, e-waste or end-of-life electrical/electronic to the country.

![Fig. 1 Computer System (example of an EEE)](image)

1.2 Most times imported EEE is mixed with end-of-life (e-waste) or near-end-of-life electrical and electronic equipment. Some of these equipment contain hazardous substances, mainly heavy metals e.g. lead, mercury, cadmium and organics e.g. polychlorinated biphenyls and brominated flame retardants, that can have adverse consequences on the environment and human health. These equipment end up as waste and when improperly managed using crude methods such as open burning to recover copper metal, adds to the insult on the environment and public health.

![Fig. 2 - 3 EEE being collected for Export](image)

![Fig. 3 - Near-end-of-life and WEEE](image)

3.0 Requirements for Importation of EEE into Nigeria

3.1 All EEE imported into Nigeria shall meet the following requirements:

a) Where the holder of the equipment products indicates intention to ship or is shipping EEE and not WEEE, the following documentation shall be provided to back the claim to NESREA:
   i) A copy of the invoice and documentation relating to the sale and transfer of ownership of the EEE which states that the equipment is for direct re-use and fully functional;
   ii) Evidence of evaluation/testing, such as certificate of testing – proof of functional capability on every item in the container/truck;
   iii) A declaration made by the holder who arranges the transport of the EEE that none of the material or equipment within the consignment is waste; and
   iv) Evidence of sufficient packaging to protect it from damage during transportation, loading and unloading.

b) Prior to any trans-boundary movement of EEE, the importer or the representative shall provide information to the appropriate authorities (NESREA and Nigerian Customs Service) proving compliance with this guidance.

c) For practical reasons of control, every container (e.g. shipping container, lorry, truck) of EEE shall be accompanied by:
   a) Cargo Movement Requirement (CMR) document;
   b) Proof of evaluation/testing and certificate containing testing information on each item;
   c) Declaration of the liability by the importer; and
   d) Copy of permit to import.

4.0 Items that should not be imported into Nigeria

EEE would normally be considered waste if:

a) The product is not complete and some essential parts are missing;
   b) Functionality or safety is impaired;
   c) The appearance is generally worn or damaged;
   d) The packaging is insufficient;
   e) The item has among its constituent parts anything that is required to be discarded including refrigerators or air conditioners containing Ozone Depleting Substances (ODS);
   f) It is destined for disposal or recycling instead of re-use; and
   g) It is old or outdated destined to be cannibalized to gain spare parts.

The information given has been given in good faith and believed to be correct at the time of writing. Please verify these facts with other relevant sources before using this as the basis of any action taken as we regret we cannot accept liability for any consequences due to inaccuracies in this information.

CMA-CGM African Marketing I 03/11/15
Contact
For more information contact

Director General/Chief Executive Officer
National Environmental Standards and Regulations Enforcement Agency (NESREA)
No. 4, Ogo Ago Crescent,
Off Muhammadu Buhari Way
Garki II, Abuja, FCT, Nigeria
E-mail: dg@nesrea.org
Telephone: +234 809 6508 800

The information given has been given in good faith and believed to be correct at the time of writing. Please verify these facts with other relevant sources before using this as the basis of any action taken as we regret we cannot accept liability for any consequences due to inaccuracies in this information.
NOTICE TO ALL CARRIERS, SHIP OWNERS, SHIP CHARTERERS, SHIPPING LINES, SHIPPING LINE AGENCIES, AND CONSIGNEES
(NOTICE N°. NSC/LN-CTN/2015/001)

This Notice is issued pursuant to the appointment of Nigerian Shipper’s Council as:

i. The Economic Regulator for the Nigerian Ports; and
ii. The implementing Agency for the International Cargo Tracking Note Scheme.

In order to execute the national plan for the implementation of the Advance Cargo Declaration (ACD) scheme for effective economic regulation and international trade facilitation, and to ensure the safety and security of cargo, ships and port installations, the Government of the Federal Republic of Nigeria has authorized Nigerian Shipper’s Council to implement the International Cargo Tracking Note (ICTN) on all Ports that are open to international traffic. This global information system relates to carriage of all goods and transactions on carriage by sea.

Towards this end, -
1. With effect from Tuesday 3rd November 2015 all vessels loading and unloading or in transit (Export/Import and Transit) departing from Nigerian Ports or having Nigerian Ports as final destination or transiting through Nigerian ports, shall, before any movement, obtain a Movement Reference Number (MRN) from Nigerian Shipper’s Council irrespective of the origin of the vessel or cargoes;

2. All Cargoes destined for or departing from Nigerian Ports (Import/Export/Transit) shall obtain from Nigerian Shipper’s Council an Entry SummaryNumber (ENS) in the case of import to Nigeria or an Exit SummaryNumber (EXS) in the case of export departing from Nigeria. The ENS or EXS must show on the Bill of Lading and final manifest of the vessel.

Obligation:

1. The shipper of the cargo is the person responsible for the declaration procedure in advance with information relating to the cargo. The procedure must ensure that the said declaration is correctly made;

2. In the case of a Chartered vessel, the Advanced Cargo Declaration (ACD) shall be completed by the Chartered who issues the Bill of Lading and not by the vessel owner;

3. The Advanced Cargo Declaration procedures are an integral part of formalities required by the Authorities of the Nigerian Government with respect to processing of Cargoes. Consequently, each Bill of Lading shall correspond to a number, either Entry SummaryNumber (ENS/EXS). The procedure should be completed on the web platform www.acdnigeria.com;

4. Total compliance with this procedure, by each vessel, must be confirmed through the issuance of the ACD Clearance, by Nigerian Ports Authorities, before issuance of Final Clearance by the Ports Harbour Masters;

5. Non compliance with the requirements of the ACD subjects the offender to a penalty prescribed by the NigerianShipper’s Council;

6. Messrs Transport and Port Management System (TPMS) Nigeria Limited have been appointed by the Federal Government as the Sole Representatives of Nigerian Shipper’s Council in implementing the ACD/ICTN Scheme. It is therefore the only company authorized to proceed with the validation of cargo declarations in advance and the
allocation of ENS, EXS and MRN, on behalf of Nigerian Shipper's Council.

Additional information as well as a guide on complying with the procedure is at your disposal on the internet site www.acdnigeria.com

Dated This Friday, 16th Day of October, 2015

SIGNED MANAGEMENT

© CARGO TRACKING NOTE — 2015
The Managing Director
CMA/CGM Delas (Nig) Limited
26, Creek Road
Apapa, Lagos

Dear Sir,

FORWARDING NOTICE TO ALL CARRIERS, SHIPOWNERS, SHIP CHARTERERS, SHIPPING LINES, SHIPPING LINES AGENCIES AND CONSIGNEES

Please find forwarded herewith a self explanatory notice on the implementation of International Cargo Tracking Note (ICTN) in Nigeria for your attention and guidance.

Yours faithfully,

D. Shall-Holma (Mrs)
Director, Commercial Shipping Services
For: Executive Secretary/CEO
NOTICE TO ALL CARRIERS, SHIP OWNERS, SHIP CHARTERERS, SHIPPING LINES, SHIPPING LINE AGENCIES, AND CONSIGNEES

(NOTICE No. NSC/LN-CTN/2015/001)

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In order to execute the national plan for the implementation of the Advance Cargo Declaration (ACD) scheme for effective economic regulation and international trade facilitation, and to ensure the safety and security of cargo, ships and port installations, the Government of the Federal Republic of Nigeria has authorized Nigerian Shippers’ Council to implement the International Cargo Tracking Note (ICTN) on all Ports that are open to international traffic.

This global information system relates to carriage of all goods and transactions on carriage by sea.

Towards this end, -

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(MRN) from Nigerian Shippers’ Council irrespective of the origin of the vessel or cargoes;

2. All Cargoes destined for or departing from Nigerian Ports (Import/Export/Transit) shall obtain from Nigerian Shippers’ Council an **Entry Summary Number (ENS)** in the case of import to Nigeria or an **Exit Summary Number (EXS)** in the case of export departing from Nigeria). The **ENS or EXS** must show on the Bill of Lading and final manifest of the vessel.

**Obligation:**

1. The shipper of the cargo is the person responsible for the declaration procedure in advance with information relating to the cargo. The procedure must ensure that the said declaration is correctly made;

2. In the case of a Chartered vessel, the Advanced Cargo Declaration (**ACD**) shall be completed by the Charterer who issues the Bill of Lading and not by the vessel owner;

3. The Advanced Cargo Declaration procedures are an integral part of formalities required by the Authorities of the Nigerian Government with respect to processing of Cargoes. Consequently, each Bill of Lading shall correspond to a number, either Entry or Exit Summary Number (**ENS/EXS**). The procedure should be completed on the web platform [www.acdnigeria.com](http://www.acdnigeria.com);
4. Total compliance with this procedure, by each vessel, must be confirmed through the issuance of the *ACD Clearance*, by Nigerian Ports Authorities, before issuance of Final Clearance by the Ports Harbour Masters;

5. Non compliance with the requirements of the *ACD* subjects the offender to a penalty prescribed by the Nigerian Shippers’ Council;

6. Messrs Transport and Port Management System (TPMS) Nigeria Limited have been appointed by the Federal Government as the Sole Representatives of Nigerian Shippers’ Council in implementing the ACD/ICTN Scheme. It is therefore the only company authorized to proceed with the validation of cargo declarations in advance and the allocation of **ENS, EXS and MRN**, on behalf of Nigerian Shippers’ Council.

Additional information as well as a guide on complying with the procedure is at your disposal on the internet site [www.acdnigeria.com](http://www.acdnigeria.com)

**Dated This Friday, 16th Day of October, 2015**

*SIGNED*  
MANAGEMENT
ACD PROCEDURES

Make the most of our user friendly website www.acdnigeria.com for the NSC Advanced Cargo Declaration as we show you how to Lodge in for ENS/EXS (SHIPPER’S DECLARATION) And MRN (CARRIER’S DECLARATION)

PROCEDURE FOR ACQUIRING ENS/EXS (SHIPPER’S DECLARATION)

1. Go to NSC ACD Platform www.acdnigeria.com
2. Then click on the ENS/EXS(Shippers declaration)
3. If you are a new user, kindly click on new registration for a one time registration. Your login details will be automatically forwarded to your email address after validation.
4. If you are an existing user, you don’t need to register again, proceed by login in with your registration Username and Password.
5. Click on submit to get to the next screen,
6. Click on type of type of transaction to proceed
7. Complete the application form (Kindly make sure you have copies of your booking document and invoice scanned; as you shall be required to upload them).
8. After filling and submitting your application, a confirmation page will be displayed confirming that your details have been successfully submitted. Kindly wait for your details to be screened and validated at no cost.
9. Your application remains pending (PENDING SUMMARY NUMBER) until it’s been validated by the Inspector. Once validated, click on VALIDATED SUMMARY NUMBER under CARGO ENS to print your validated copy.
10. Kindly note that it is necessary to take this printed copy to your carrier as it will reflect on your Master B/L.
11. It is also worthy to note that Your ENS/EXS number is released at no cost to the shipper.

PROCEDURE FOR ACQUIRING MRN (CARRIER’S DECLARATION)

✧ Go to NSC ACD Platform www.acdnigeria.com
✧ Then click on the MRN(Shippers declaration)
✧ If you are a new user, kindly click on new registration for a one time registration. Your login details will be automatically forwarded to your email address after validation.
✧ If you are an existing user, you don’t need to register again, proceed by login in with your registration Username and Password.
✧ Click on submit to get to the next screen,
✧ Complete the application form (Kindly make sure you have copies of your vessel and cargo details at hand; as you shall be required to upload some of them)
After filling and submitting your application, a confirmation page will be displayed confirming that your details have been successfully submitted.

Your MRN application remains pending (PENDING MOVEMENT REFERENCE NUMBER) until it's been screened and validated by the Inspector. Once validated, click on VALIDATED MOVEMENT REFERENCE NUMBER under SHIP’S MRN to print your validated copy.

Kindly note that all validated ENS lodge by shipper for the cargoes submitted to you must be registered on your manifest with the corresponding B/L number.

It is the duty of the carrier to ensure that ENS submitted is valid by checking with the ACD provider through the ACD Platform.
2015
NIGERIAN SHIPPERS’ COUNCIL

Advanced Cargo Declaration for ISPS Code

PRESENTATION OF CTN FOR ISPS CODE PROCEDURE FOR CARRIERS, SHIP OWNERS AND CHARTERERS.

ADVANCED CARGO DECLARATION (ACD)/ CARGO TRACKING NOTE (CTN) FOR ISPS CODE

Carriers User Manual
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1. INTRODUCTION

Carriers, Ship-owners and/or Charterers are the main partners in the implementation of the Advance Cargo Declaration (ACD) or CTN for ISPS Code. In compliance to the ISPS Code requirements, they are therefore to forward to the Nigerian Shippers’ Council (NSC) in advance, some information through an electronic form via the platform www.acdnigeria.com. They are to provide this information from the ports of embarkation in accordance with the Code. The objective here is the concerted compliance with standards.

This formality is to be carried out 24 hours before the departure or at least 24 hours after the departure of the ship to any of the ports in Nigeria. To commence the ACD procedure as a New User, it is required that the Carriers, Ship-owners and/or Charterers register on the platform www.acdnigeria.com by creating his/her confidential electronic account. Find below:

This takes you to the Homepage of the Advance Cargo Declaration for Nigeria platform.
As a New User, a carrier, ship owner or charterer is required to register on the platform www.acdnigeria.com by creating his/her confidential electronic account.

2. CREATE A NEW ACCOUNT: (http://www.acdnigeria.com)

2.1. Carrier Login

This is done by clicking on the CARRIER’S DECLARATION (MRN) as highlighted below;

- This leads you to the below page;
2.2. New Register

- Click on the link “New? Register” as highlighted above. You will be redirected to the below registration page.
Fill out all the fields. Choose a username and use your valid e-mail address and mobile number. Also, select Role as required.
- After filling out the form, click on ‘Submit’. A confirmation page as shown below comes up, notifying you that your new account has been correctly created and awaiting approval by an administrator. This approval will be done as quick as possible, all things being equal, under the same hour.

![](image1.png)

2.3. Login Details

- An email will be automatically sent to the email address you provided in the form filled previously, indicating your username and password which will enable your login. (Please, note that the password sent to you is case sensitive and should be used as displayed in the mail. You could just copy from the email and paste in the password field to avoid any mistake.)
- In your email, click on the provided link, [http://acdnigeria.com](http://acdnigeria.com) which directs you to the page in the image below

![](image2.png)
Click on the “Carrier’s Declaration” and input the login details from your email in the fields shown below.

3. FORGOTTEN PASSWORD

In the case where you have mistakenly deleted the mail with the login details sent to you and forgot the given password, click on the link “password forgotten?” as
You will be directed to another page; 
Type in your username (e-mail) and click on “send password”. You will automatically receive an e-mail indicating your username and a new password.
4. **COMPLY WITH ACD/CTN PROCEDURE**

- Every Ship is meant to have a Movement Reference Number (MRN) before it can be allowed to sail into the Nigerian waters. To get a MRN, select the type of transaction by clicking on the drop arrow on the “Transaction” line and also select the type of ship by clicking the “Type of Ship” drop down arrow.

- For Export to Nigeria or Export from Nigeria, select Transaction type
- Select Type of Ship for Containerized Ships, Ro-Ro, Bulk carriers, Tankers, or other. Click on continue

- After clicking on ‘continue’ a page with a form as shown below will be displayed. Fill the form and click on continue;

- Here all fields are to be filled. It is required that you identify the Ship's Security Level at the last port of call, the last port of call's Security Level and declare if there are dangerous goods on the ship.
- Click continue;
Here, you are to attach the Ship Manifest, Hazardous Product Manifest and Crew List and the List of ENS covered by Bill of Lading.

- Input the units of shipment on the ship, the weight of bulk shipment and the unit details of cargo exempted
- Click on continue;

At this stage, you have completed the ADVANCED CARGO DECLARATION procedure for your Ship. A Movement Reference Number will be issued to you as soon as your application is validated. The MRN will be sent to you via email and you can also get to see it on the platform via your account.
- Following the inputted information, the system has generated the ACD fee which is to be paid before the Nigerian Shippers’ Council clearance can be issued to you.
- The Harbour Master will request for the Nigerian Shippers’ Council clearance before the final Clearance is issued.
- Before getting the Nigerian Shippers’ Council clearance, you will need to attach a proof of payment on the platform of the Advance Cargo Declaration fee.
- Peradventure, more information is needed as regards your Vessel, you will be required to provide the requested additional information within 24 hours of the request.
- You can still edit your input on this platform before being validated. The editing can be done via your dashboard.

5. YOUR DASHBOARD

5.1. Edit Input

To edit your input, go to Ship’s MRN and click on “PENDING MOVEMENT REFERENCE NUMBER”
Click on the edit symbol highlighted below.

This will take you back to the beginning of the form through which you can make your changes accordingly. Follow through to the end, until it generates the confirmation page.

6. Receive Movement Reference Number via e-mail

As soon as you have completely filled the form, once the entire requirement is being met, a validation is made.

An email will be forwarded to your email address indicating your Ship’s Movement Reference Number.

You can also get to see your Ship’s MRN on the platform after validation. Go back to Ship’s MRN and click on "VALIDATED MOVEMENT REFERENCE NUMBER”. At this time, the MRN column will no longer be pending. The Movement Reference Number would have been made available, due to the validation.
7. OTHER FIELDS ON THE DASHBOARD

- **My Account**: allows you to update your profile (company name, email, phone number, etc).
- **Search**: Allows you to check if an ENS number is accurate, search for information as regards Bill of Lading and Containers via the container code.
- **Logout**: to close your session on the platform.
NIGERIA CUSTOMS SERVICE

PRE-ARRIVAL ASSESSMENT REPORT (PAAR)

NCS Risk Management System Component
Introduction to NCS Pre-Arrival Assessment Report (PAAR)

• What is PAAR?

• Why Replace RAR with PAAR

• Key Features of PAAR

• Benefits of PAAR to the Nation

• Conclusion

• Questions.
What is PAAR?

• PAAR – is an acronym for

  • **P**- **P**re
  • **A**- **A**rrival
  • **A**- **A**ssessment
  • **R**- **R**eport

• Pre-Arrival Assessment Regime allows importer/Agents to submit import Documents for assessment and issuance of PAAR (for Clearance) before the arrival of the cargo
Balance Nigeria’s National Priorities

Trade Facilitation & Revenue Collection

• Clearance
• Economic Development
• Foreign Direct Investment
• Revenue collection
• Etc.

Border Security & Integrity

• Regulatory Enforcement
• Inspection & audit
• Etc.

WHY REPLACE RAR WITH PAAR
RISK MANAGEMENT

MONITOR & REVIEW

- Evaluate & review strategy
- Monitor & test risks
- Identify new risks
- Retire risks
- Access various info sources

COMPLIANCE MEASUREMENT

IDENTIFY RISKS

- Define Assessment criteria
- Decide Structure
- Record Intelligence
- Access external systems

- Develop Criteria

ESTABLISH THE CONTEXT

- Strategic Context
- Organisational Context

Strategic –Operational–Tactical

MONITOR & REVIEW

ANALYSE RISKS

- Determine Controls
- Determine likelihood & consequence
- Establish levels of risk

ASSESS & PRIORITISE RISKS

- Assess against pre-established criteria
- Create Risk Profiles

ADDRESS RISKS

- Accept & Monitor low priority risks
- Identify & evaluate treatment options
- Prepare & implement plan

World Customs Organization, 2003
"Risk Management Guide"
POST CLEARANCE

MONITOR & REVIEW

- Evaluate & review strategy
- Monitor & test risks
- Identify new risks
- Retire risks
- Access various info sources

COMPLIANCE MEASUREMENT

Revised Kyoto Convention
• From 2009, NCS adopted an internal transition plan for take-over with training and re-training of officers on essentially core customs areas, Risk Management and application of ICT in Customs to provide them with sufficient capacity to render the D.I service at the end of the contract.

• Pre-Arrival Assessment Report generation system (PAAR), was designed and developed by NCS Officers in-line with international best practice and essentially to enhance Trade Facilitation, economic competitiveness, revenue collection and border security.
NEW CUSTOMS REGIME

PRE-ARRIVAL ASSESSMENT REPORT

- conduct documentary examination before the arrival of goods
- Notified the importer whether documentary examinations, scanning or physical inspections are required or not before the arrival of goods
- Facilitated release of goods for those not requiring examinations/inspections upon arrival
PAAR Application provides timely multi-dimensional risk analysis at every stage of Customs processes.
Complete Form M application & attach all supporting documents.

Authorized Dealer Bank

Ensure Form M application is duly completed and all documents provided + carry out proper (K-Y-C).

Verify the Form M Application to either Validate or Reject where necessary

Receives Rejected Form M application from NCS via SMS to carry out the necessary rectification.

Confirm acceptance of Form M by the Customs before proceeding with other import processes.

Importers

Ensure the supplier provide the pro-forma invoice & documents according to pre-defined standards.

Ensure all documents forwarded to the Authorized Dealer Bank are genuine and verifiable.

Complete Form M application & attach all supporting documents.

Procure the foreign exchange through the importer's bank if L/C transaction & advise the supplier to arrange for shipment of goods.

CUSTOMS

Carry out a preliminary review of Form M application and attached docs. to accept or reject within (1) working day.

OK

No

Form M accepted?

Yes

PROCEDURE BEFORE THE SHIPMENT OF GOODS
AD & Designated Banks

Ensure all goods being consigned for shipment are covered by appropriate Form M and must reflect that number on B/L.

Supplier

Make an advance summary of manifest of cargoes available to NCS electronically.

Shipping Lines/Carriers

Generate PAAR not later than (5) w. days in the case of shipment by sea and (2) w. days for shipments by Air/Land after receipt of documents. (based import guidelines) however NCS is looking at a way of Generating the PAAR within 6 hours of receipt of final document from the Authorized Dealer Bank.

Receive SMS, Login and Print the PAAR for the importer to lodge SGD.

Forward scan copies with a letter duly signed to the NCS for issuance of PAAR.

Make available sets of original CCVO, transport documents, packing list and other requested documents.

Ensure all goods being consigned for shipment are covered by appropriate Form M and must reflect that number on B/L.
PAAR FEATURES

1. Digitalization of Import Documentation (based on UN-ADS)
2. Expert Tariff Classification Tool (HS Convention)
3. Assessment of Customs Value (WTO-ACV)
4. Import Export Commodity Database (IECD)
5. Detail Intelligent Risk Configuration encompassing (OGAs)
6. Issuance of Pre-Arrival Assessment Report (PAAR) WCO Revised Kyoto
7. SMS Alert integration service
8. Confirmation of Transaction value by the Supplier
9. Flagging up of High Risk Commodities (WCO-GHRI)
10. Fast Tracking of Trusted Traders (AEO)
11. 3rd Party Pricing Data
World Class Co-Location Data Centre with Dedicated Bandwidth and Disaster Recovery:

Co-Location Site Building 1

Co-Location Site Building 2

NCS Rack Space at Co-Location Site

NCS Phase 1 Rack at Co-Location Site
Nigeria as a signatory to WCO international Convention on the Harmonized Commodity Description and Coding System must have this underpinning the application of the Harmonised System.

- The NCS PAAR provides a standard format for classifying goods. The Common External Tariff Concordance has been linked to the NCS PAAR for easy navigation and accurate classification.

- The Concordance contains a complete list of HS code and serves as an integrated search engine in order to facilitate accurate classification of goods.

- The user can be guided by the system on how to classify his product as well as other relevant information like whether the item is prohibited.
NCS PAAR provides the support-base for Valuation Risk Assessment in strict compliance with WTO Agreement on Customs Valuation

Commodities sensitive from valuation angle are identified and reviewed as a vital factor to:

• Accurate assessment of duties
• Prevention of capital flight
• Capturing of correct trade data
Transaction Value of Imported Goods = Article 1 + Article 8

Comparative Methods

Alternative Methods

Transaction Value of Identical Goods
Article 2

Transaction Value of Similar Goods
Article 3

DEDUCTIVE VALUE METHOD
Article 5

COMPUTED VALUE METHOD
Article 6

FALL BACK METHOD
Article 7
The Valuation database is designed in accordance with the WCO Guidelines on National Database and includes:

- The Customs assessed value for previous importations.
- The method of valuation applied (e.g., transaction value, computed value, etc.)
- Data found in import declarations and supporting documents of previous importations including country of origin.
- Other pertinent and reliable data for risk assessment purposes such as international price trends, Quantity, HS Code, etc.
- Use of 3rd Party pricing data
• Intelligence reporting is a critical aspect of the Clearance Procedure particularly with the current security challenges in the country.

• Intelligence supplied by CIU, System Audit, SSS, NIA, Shipping Companies, etc will be utilised in identifying high risk shipments for relevant timely intervention.

• The Intelligence Component of NCS PAAR will facilitate the management of Intelligence data across multiple agencies as part of Integrated Risk Management Approach.
The PAAR Application System will be complimented by a Ruling Centre located at the NCS Headquarters, Abuja. The Ruling Centre will be manned by competent NCS officers/operators assuming the following system based roles:

- Administrators of NCS-PAAR application
- Scrutiny Officers
- Final Document Verification Officers
- Valuation and Classification Officers
- Pre-Arrival Assessment Report Officers
- Risk Profiler Officers

The Commercial Banks will have their own system based roles listed below, located on their premises:

- Administrators of Commercial Banks
- Staff at Commercial Banks
NCS looks forward to the imminent era of managing core functions and services critical to our nation’s security, revenue generation, trade facilitation and economic growth - in collaboration with our partner stakeholders.

_Serving you, our trading partners, by providing a better, simpler, faster and secure way of trading across borders._
Thank you for your attention