



NICIS II Automation of Free Trade Zone (FTZ)

Quick Guide



This quick guide describes the automation of Enterprise Free Trade Zone (FTZ) operations from **Importation of Raw Materials/fully built Vehicles, Utilization of Raw Materials** and up to its **finished Product(s)** being sold to local Traders.

QUICK GUIDE ON
Automation of Free Trade Zone (FTZ)

TARGET USER
Declarants, FTZ Enterprise/Manufacturer, Traders, NCS Officers



1 PROCESS FLOW

Details	NCS SGD Declaration Type to be Used for “ RAW MATERIAL ”	NCS SGD Declaration Type to be Used for fully built “ VEHICLE ”	Remarks
1. Free Trade Zone (FTZ) Enterprise Importation:			No required Taxes and Duties`
1.1 Raw Materials	IM5 5900 000	-	
1.2 Fully built Vehicle (Vehicles ordinarily requires VIN)	-	IM5 5300 000	
2. Free Trade Zone (FTZ) Enterprise Manufacturer utilize the Raw Materials and produce Goods	IM4 4059 000	-	<ul style="list-style-type: none"> • Calculation of Taxes and Duties for Raw Materials’ Component • Require to attached IM5 5900 000 as preceding document
3. “ Produced Goods ” are sold to local Trader. Trader’s Clearing Agent will then import the product into Nigerian Territory using an SGD using Special Extended Procedure IM4 4300 to waive taxation as per Nigeria Export Processing Zones Authority (NEPZA)	IM4 4300 000	-	<ul style="list-style-type: none"> • Waived Taxes and Duties on Produced Goods • IM4 4059 000 SGD as evidence duty payment for imported raw material component of the manufactured item.



<p>agreement with Federal Government.</p>			<ul style="list-style-type: none">• The Resident Excise Officer shall act as examiner and spot-audit the Enterprise using the IM4 4300 000 and its related Attached IM4 4059s for consistence and accountability.
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1 FREE TRADE ZONE (FTZ) ENTERPRISE IMPORTATION

1.1 Importation of "Raw Materials":

1. Free Trade Zone (FTZ) Enterprise's Agent starts the importation processing of **Raw Materials or its components** for manufacturing.
2. **Raw Materials** were off loaded e.g. in 01PA
3. Free Trade Zone (FTZ) Enterprise's Agent creates "Single Goods Declaration" with **Type/Model of declaration equal to: IM5: Temporary Importation** and "Extended Procedure" **5900 000** to transfer the Raw Materials from 01PA to Free Trade Zone (01FZ).

Import XML Export XML Import From PAAR Import CCI Generate IM4/EX1

Verify
Assess
Store
Taxes
Cancel

Toggle European Union SGD box numbers

Header

Names & Parties

Transport

Financial

Items 2

Attached Documents 0

Containers 0

Assessment Notice

Model of Declaration	<input type="text" value="IM"/>	<input type="text" value="5"/>	
Office	<input type="text" value="01SM"/>	SEME BORDER POST	
Manifest Number	<input type="text" value="E.G. 01AP 2017 33"/>		

Import XML Export XML Import From PAAR Import CCI Generate IM4/EX1

Verify
Assess
Store
Taxes
Cancel

Toggle European Union SGD box numbers

Header

Names & Parties

Transport

Financial

Items 2

Attached Documents 0

Containers 0

Assessment Notice

List of Items
Import Items Export Items Remove Marked

	Item No	Commodity code	Commodity Description	Extd. Proc.	Add. Code	Country of Origin Code	Package Number	Package Kind	Gross Mass (Kg)	Invoice Value (USD)
<input type="checkbox"/>	+									
<input type="checkbox"/>	1	2918290000	Carboxyc acids with additional oxygen.. Other(Caboxylic acids wit phenol .)	5900	000	DE	2	KG	1,517.5	8,983.8
<input type="checkbox"/>	2	3811290000	Other additives for lubricating oils (excl. with petroleum oils)	5900	000	DE	2	KG	1,517.5	9,439.2

**Note:**

- There is a list of Customs Offices authorize to create 5900 SGDs AND they would not be able to create 7900 SGDs.
- It is recommended **NOT to have duplicate HS Code and Item's Country of Origin (COO)** not to cause issue on Quantity Write-off when creating IM4 4059.
- There is a list of companies/TIN authorized to create IM5 5900 000 samples are:

24275199-0001 OPTIMERA ENERGY LFZ ENTERPRISE

20050211-0001 LAGOS FREE TRADE ZONE COMPANY

20020247-0001 TG ARLA DIARY PRODUCTS LFTZ ENETRPRISE

20050191-0001 RAFFLES OIL LFTZ ENTERPRISE

20050199-0001 KT-LFTZ ENTERPRISES

20050219-0001 CHINA HARBOUR ENGINEERING LFTZ ENTERPRISE

20053157-0001 INSIGNIA PRINT TECHNOLOGY LFTZ ENTERPRISE

22865270-0001 CNC LFTZ ENTERPRISE

23210274-0001 BASF OPERATIONS LFTZ ENTERPRISE

23326662-0001 SANA BUILDING SYSTEMS LFTZ ENTERPRISE

24127011-0001 MAIN ONE COMPANY NIGERIA LFZ ENTERPRISE

24240872-0001 LEKKI FREEPORT TERMINAL LFZ ENTERPRISE

24295954-0001 SANA GLOBAL PROJECTS LFZ ENTERPRISE

24703230-0001 COLGATE TOLARAM LFTZ ENTERPRISE

24859634-0001 SOLYNTA ENERGY LFZ ENTERPRISE

4. After the declaration has been assessed, No Taxes and Duties will be paid.



1.2 Importation of Fully built Vehicles:

1. Free Trade Zone (FTZ) Enterprise’s Agent starts the importation processing of fully built “Vehicles” to be used by Free Trade Zone Enterprises.
2. Free Trade Zone (FTZ) Enterprise’s Agent creates “Single Goods Declaration” with Type/Model of declaration equal to: **IM5: Temporary Importation** and “Extended Procedure” **5300 000** for **Vehicles** to be used by Free Trade Zone Enterprise.

Fill SGD

Toggle European Union SGD box numbers

Model of Declaration: IM

Office: 01FZ

Manifest Number: E.G. 01AP 2017 33

Declarant Reference Number: 5300VH1 2023

Fill SGD

Toggle European Union SGD box numbers

List of Items

<input type="checkbox"/>	<input type="button" value="+"/> Item No	Commodity code	Commodity Description	Ext. Proc.	Add. Code	Country of Origin Code	Package Number	Package Kind	Gross Mass (Kg)	Invoice Value (USD)
<input type="checkbox"/>	<input type="button" value="eye"/> <input type="button" value="trash"/> 1	8703242000	Used Vehicles, with petrol fuel engine, of cylinder capacity >3000cc	5300	000	LT	1	U	1	1,000,000,000



Note:

- There is a list of Customs Offices authorize to create 5300.
 - Allowed HS code to be used in IM5 5300 000 must be available in “Car List”, *please refer to Annex 1.*
 - IM5 5300 000 **would not require Vehicle Identification Number (VIN).**
 - It is recommended **NOT to have duplicate HS Code and Item’s Country of Origin (COO)** not to cause issue on Quantity Write-off when creating IM4 4053.
 - The same list of companies/TINs are authorized to create IM5 5300 000.
 - IM 5 5300 should not require Form M and PAAR.
3. After the declaration has been assessed, No Taxes and Duties will be paid.
 4. Declaration continues its processing up to Customs Clearance.
 5. When Declaration is **Cleared** at Nigeria Customs Service (NCS), the **Vehicles** are ready to be brought into Free Trade Zone (FTZ).



2

(FTZ) ENTERPRISE UTILIZATION OF IMPORTS RAW MATERIALS

1. Free Trade Zone (FTZ) Enterprise's utilize the raw materials and/or its component to produce goods.
2. After manufacturing of finished goods **“for Sale”**, Free Trade Zone (FTZ) Enterprise's Agent must create **“Single Goods Declaration”** with Type/Model of declaration equal to: **IM4: Entry for Home Use** and **“Extended Procedure” 4059 000** in order to extract quantities used for production of goods from **IM5 5900 SGD** raw materials.

2.1 On SGD Fill page, click on **“Generate IM4/EX1”** button to start the process.

2.2 On **“Generate IM4/EX1”** modal window, enter the Customs Office, Assessment Number and Assessment Date of **IM5 5900** then click on **“Generate”** Button.

2.3 **IM5 5900 000** information will be loaded on SGD Fill page and ALL tabs fields are enabled for editing as shown below:

- All Values and Quantities (Supplementary Unit) will be loaded and enabled for editing



Note: Please ensure that you (Agent) will properly apportion the Item's Invoice Value, Insurance and External freight values.

- **Model of Declaration will be set to IM4**
- **Items Extended Procedure are set to 4059 000**

Fill SGD Version: 3.4.0

Import XML | Export XML | Import From PAAR | Import CCI | Generate IM4/EX1 Verify | Assess | Store | Taxes | Cancel

Toggle European Union SGD box numbers

Header | Names & Parties | Transport | Financial | **Items 3** | Attached Documents 3 | Containers 0 | Assessment Notice

Model of Declaration: IM | 4

Office: 01SM | SEME BORDER POST

Manifest Number: E.G. 01AP 2017 33

Declarant Reference Number: FTZSAM1 | 2022

Customs Reference Number: | | 18/08/2022

Assessment serial: | | | |

Receipt Number: | | | |

Total Number of Packages: | 2,412

Total Number of Items: | 3

Total Number of Containers: | 0

Fill SGD Version: 3.4.0

Import XML | Export XML | Import From PAAR | Import CCI | Generate IM4/EX1 Verify | Assess | Store | Taxes | Cancel

Toggle European Union SGD box numbers

Header | Names & Parties | Transport | Financial | **Items 3** | Attached Documents 3 | Containers 0 | Assessment Notice

List of Items Import Items | Export Items | Remove Marked

<input type="checkbox"/>	+	Item No	Commodity code	Commodity Description	Extd. Proc.	Add. Code	Country of Origin Code	Package Number	Package Kind	Gross Mass (Kg)	Invoice Value (EUR)
<input type="checkbox"/>		1	8430610000	Tamping or compacting machinery	4059	000	CN	1,200	BB	12	20,000
<input type="checkbox"/>		2	9022210000	Apparatus based on the use of alpha, beta... for medical, surgical, dental or vet uses	4059	000	CN	1,200	BS	123	10,000
<input type="checkbox"/>		3	8426190000	Transporter cranes, gantry cranes, bridge cranes	4059	000	CN	12	PK	123	10,000

- **Agent can Delete an Item(s)**
- **Agent would not be able to Add new Item not listed on IM5 5900 000**



➤ **On Items tabs, Agents can reduce the Quantity (Supplementary Unit)**

Description of Goods			
Commodity code	8430610000	SUGGEST (MIN2)	
Commodity Description	Tamping or compacting machinery		
Commercial Description	312312		
Marks and Numbers			
Package Number and Kind	1,200	BB	Bobbin
Gross Mass (Kg)	12.00		
Net Mass (Kg)	12.00		
Supplementary Unit	100,000	U	Unit

[Hide Details](#)

➤ **Previous Document Reference and Table – displays the preceding document and its remaining Quantity (Supplementary Units).**

Previous Document Reference	2022&01SM&S&39&20220818		
Hide Details			
Year	2022		
Office Code	01SM	SEME BORDER POST	
Customs Reference	S	39	
Date	18/08/2022		

	INITIAL VALUES	REMAINING VALUES	THIS ITEM
Whse. Code			
Regime	5900		4059
Product	8430610000		8430610000
Spec. code			
Cty of Origin	CN		CN
Reference CIF			42.51
Expiration date			
Guarantee			
Net Mass			12.00
Supp. Units	100,000.00	100,000.00	100,000.00

Important reminder!

For Partial IM 4059s, you (Agent) should manually capture and apportion the Item's Invoice Value, Insurance and External freight values.

2.4 Complete the other mandatory fields and attached the required documents.



Header Names & Parties Transport Financial Items 3 Attached Documents 3 Containers 0 Assessment Notice Toggle European Union SGD box numbers

Attached Documents

Items 1-3 Filter

Replicate Remove All

+ Item	Document Code	Document name	Document Ref. No.	Document Date	File
1	001	Bill of lading	BOL23423	08/08/2022	Bill of lading.pdf View Download
1	003	Invoice	INV45645	08/08/2022	Invoice.pdf View Download
1	004	Packing list	PL4564	08/08/2022	Packing list.pdf View Download

2.5 After the required information have been captured, click on **ASSESS** button the declaration.

FEDERAL GOVERNMENT OF NIGERIA
single window for trade

NIGERIA CUSTOMS SERVICE

Agencies - Configuration - Quick links - Support - D

Home / e-SGD

OPERATIONS
Fill SGD
Search
Vehicle Verification
NCS SERVICE

Export XML View/Print PDF

Header Names & Parties

Model of Declaration
Office
Manifest Number
Declarant Reference Number
Customs Reference Number
Assessment serial
Receipt Number
Total Number of Packages 2,412

Assess operation successful

User Reference - Year 2022
Declarant Ref. Number FTZSAM1
Declarant Code RC317234
Assessment serial A
Assessment Number 72
Assessment Date 18/08/2022
Registration Serial C
Registration Number 33
Registration Date 18/08/2022
Color Lane

Interaction
Local verify
Packing JMS
JMS Transmission to FTZ
Processing on FTZ
Processing received from FTZ
Done

Assessment Notice Support Information

Toggle European Union SGD box numbers

Version: 3.4.0

Note: At the same time NCS Officer will check the utilization of Finished item.

2.6 Taxes and Duties are calculated.

- ✓ **Usage = (1) IM4 4059 000: (1) IM5 5900 000**
OR Several IM4 4059 000 could have 1 preceding IM5 5900 000
- ✓ **TIN of IM4 4059 000 and IM5 5900 000 should be the same**
- ✓ **COUNTRY OF ORIGIN (COO) of IM4 4059 000 and IM5 5900 000 should be the same**
- ✓ **Currency Code of IM4 4059 000 and IM5 5900 000 should be the same**



- ✓ **IM4 4059 000** could **Fully Utilized** ALL items of **IM5 5900** and its Quantity (Supplementary Unit) or could have **Partial utilization** of either combined Item(s) and/or its Quantity (Supplementary Unit)
- ✓ An **IM4 4059 000** should have only 1 previous attached **IM5 5900** for ALL items.
- ✓ **IM4 4059 000** Item's CIF Value should be less or equal to the Item's CIF in previous declaration (**IM5 5900**)
- ✓ After **IM4 4059 000 ASSESS** operation, it triggers the write-off of Quantity (Supplementary Unit) on **IM5 5900**
- ✓ **Cancellation** of "Assessed" **IM4 4059 000** reverts back the Quantity (Supplementary Unit) to **IM5 5900**
- ✓ **Exchange Rate Validations between IM 4 4059 and IM 5 5900:**
 - *In case where exchange rate increases or decreases when creating IM 4 4059, 4059 Item's Forex FOB should be compared to 5900 Item's Forex FOB.*
 - *In case where exchange rate has no changes, validation on Item's CIF shall be applied.*

2.7 Agents pays the duly Taxes and Duties on his designated Banks.

2.8 Declaration continues its processing up to Customs Clearance.

During Post Entry Modification using NICIS III (Trade World Manager) by Nigeria Customs Service (NCS):

- ✓ HS Code should not be changed
- ✓ Items should not be deleted
- ✓ Supplementary Unit can be uplifted up to the maximum SU of 5900 relevant item.
- ✓ Adding New Item is Prohibited
- ✓ **IM4 4059 000** Item's CIF Value should be less or equal to the Item's CIF in previous declaration (**IM5 5900**) should be applied during PEM

2.9 When Declaration is **Cleared** by resident Nigeria Customs Service (NCS) Officer, creation of "Single Goods Declaration" with Type/Model of declaration equal to: **IM4: Entry for Home Use** and "Extended Procedure" **4300 000** shall follow.



3 SELLING THE FINISHED PRODUCT(S) TO LOCAL TRADER

3.1 After manufacturing of finished goods, it is now ready to be sold to Local Trader.

3.2 Trader's Clearing Agent will then import the product from Free Trade Zone Enterprise into Nigerian territory using "Single Goods Declaration" with Type/Model of declaration equal to: **IM4: Entry for Home Use** and "Extended Procedure" **4300 000** to waive Taxes as per Nigeria Export Processing Zones Authority (NEPZA) agreement with Federal Government.

Item No	Commodity code	Commodity Description	Ext. Proc.	Add. Code	Country of Origin Code	Package Number	Package Kind	Gross Mass (Kg)	Invoice Value (USD)
1	8905900000	Lightvessels, firefloats, floating cranes, and other vessels not specified in 8905	4300	000	FZ	10,000	PK	10,000	12,231,900,000
2	8407290000	Sparkignition reciprocating or rotary internal combustion piston engines	4300	000	FZ	100,000	PK	10,000	4,439,100,000

✓ Usage = (1) IM4 4300 000: many IM4 4059 000:



ANNEX A – HS Code under CAR List

8701102000	8702201392	8703221919	8704221192	8701931900	8703311900
8701201012	8702201399	8703222000	8704221199	8701941900	8703321900
8701201013	8702202100	8703231912	8704221992	8701951900	8702401190
8701201019	8702202200	8703231919	8704221999	8703241900	8702401290
8701202000	8702202300	8703232000	8704222000	8702201390	8702401390
8701301000	8702301192	8703241911	8704231190	9801100003	8702301190
8701302000	8702301199	8703241912	8704231192	9801100004	8702301290
8701911912	8702301292	8703241919	8704231199	9801100006	8702301390
8701911919	8702301299	8703242000	8704231992	9801100007	8704231990
8701919000	8702301392	8703311912	8704231999	9801100012	8702201192
8701921912	8702301399	8703312000	8704232000	9801100013	8702201199
8701921919	8702302100	8703321912	8704311191	8704511990	8702201292
8701929000	8702302200	8703321919	8704311192	8704521190	8702201299
8701931912	8702302300	8703322000	8704311992	8704521990	8703211912
8701931919	8702401192	8703331911	8704311999	8704601900	8703211919
8701939000	8702401199	8703331912	8704312000	8704909000	8703212000
8701941912	8702401292	8703331919	8704321192	8704421190	8703221912
8701941919	8702401299	8703332000	8704321199	8704421990	8704211199
8701949000	8702401392	8703401919	8704321992	8704431190	8704211992
8701951911	8702401399	8703402000	8704321999	8704431990	8704211999
8701951912	8702402100	8703501912	8704322000	8704511190	8704212000
8701951919	8702402200	8703501919	8704909012	8704311990	8701231000
8701959000	8702402300	8703502000	8704909019	8704321190	8701241000
8701101000	8702901191	8703601912	8704311199	8704321990	8701291000
8702101191	8702901192	8703601919	8705100000	8704411190	8701911900
8702101192	8702901199	8703602000	8705200000	8704411990	8703701900
8702101199	8702901291	8703701912	8705300000	8704221190	8703211900
8702101291	8702901292	8703701919	8705400000	8704221990	8703221900
8702101292	8702901299	8703702000	8705900000	8703801900	8703231900
8702101299	8702901391	8703801912	8706001100	8704109000	
8702101391	8702901392	8703801919	8706001200	8704211190	
8702101392	8702901399	8703802000	8706001300	8704211990	
8702101399	8702902100	8703900000	8706001400	8703331900	
8702102100	8702902200	8704109012	8706009000	8703401900	
8702102200	8702902300	8704109019	8701211000	8703501900	
8702102300	8703100000	8704211192	8701221000	8703601900	