

REQUIREMENT FOR EXPORTERS' REGISTRATION CERTIFICATE

SECTION 1: COMPANY DETAILS

Organization/Company Name:

Name of C.E.O:

Office Address:

State:

LGA:

Email Address:

Telephone No:

Factory Address:

Factory State:

LGA:

R.C Number:

Year of Incorporation:

SECTION 2: CORPORATE OVERVIEW

Type of Company:

Number of Employee's:

Projected Annual Turn-over:

SECTION 3: CURRENT DIRECTORS (All the company directors should fill this section 1-by-1 and returns)

Director Names:

Director Address:

Director Email:

Director Telephone No:

SECTION 4: EXPORT CLASSIFICATION

Export Category (manufacturing, merchant or services):

Export Sector:

Products: (List them)

Rated Production Capacity (For manufacturer only):

Present Production Capacity (For manufacturer only):

Warehouse Capacity (For Merchant only):

Percentage of local raw materials:

Percentage of imported materials:

SECTION 5: CONTACT PERSON (The owner of the company should fill this section).

Full Name:

Position:

Address:

Email Address

Telephone number:

REQUIRED DOCUMENTS:

1. All CAC DOCUMENTS &
2. BOARD RESOLUTIONS

1. Rated Production Capacity

Meaning: The maximum quantity of goods your facility can produce in a given time frame under normal working conditions.

Format: Usually given in numbers + unit (e.g., 500 metric tons per year or 2,000 units per month).

2. Present Production

Meaning: Your actual current production output. This is usually less than your rated capacity unless you're operating at full capacity.

Format: Number + unit (e.g., 350 metric tons per year, 1,500 units per month).

3. Warehouse Capacity

Meaning: The maximum quantity of finished goods or raw materials your warehouse can store at one time.

Format: Number + unit (e.g., 1,200 cubic meters, 200 tons).

4. Percentage of Local Raw Materials

Meaning: The proportion of your raw materials sourced from within Nigeria.

Format: A percentage (%) — e.g., 80% local, 20% imported.

5. Percentage of Imported Raw Materials

Meaning: The proportion of your raw materials sourced from outside Nigeria.

Format: A percentage (%) — should add up to 100% when combined with local percentage