



**NATIONAL APPROVALS COMMITTEE (NAC) OF APPLICATIONS TO  
THE ECOWAS TRADE LIBERALIZATION SCHEME (ETLS)**

**CHECK LIST FOR REVIEW OF APPLICATIONS  
TO ETLS FOR THEIR APPROVAL**

**Enterprise:**

Reference of enterprise's letter (No and date):

Heading (first 4 digits) requested:          Description regarding the heading (first 4 digits) requested:

ECOWAS TSN (10 digits) requested:          Description regarding the ECOWAS TSN requested:

First review?  Yes -  No - If No, re-review further to correction(s) made?  Yes -  No

**1. FIELD INSPECTION OF THE ENTERPRISE**

	Yes	No
Enterprise inspected?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, inspection report available?	<input type="checkbox"/>	<input type="checkbox"/>

**2. IDENTITY OF THE ENTERPRISE**

**1.1 ECOWAS required documents and information**

	Yes	No	
Information (identity, address, sector and branch of activity, legal status) completed?	<input type="checkbox"/>	<input type="checkbox"/>	If No, missing information:
Certificate of Incorporation attached?	<input type="checkbox"/>	<input type="checkbox"/>	
Memorandum and Articles of Association of the enterprise attached?	<input type="checkbox"/>	<input type="checkbox"/>	
Preferential treatment granted to the enterprise?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, inherent text attached? <input type="checkbox"/> Yes- <input type="checkbox"/> No
Enterprise already approved?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, approval Nr. stated? <input type="checkbox"/> Yes - <input type="checkbox"/> No

**1.2 Nigeria specific required documents**

	Yes	No	Not required
NAFDAC certificate of product registration attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SON certificate of MANCAP attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SON certificate of product certification attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NEPC certificate attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 3. **MANUFACTURED PRODUCT SUBMITTED FOR APPROVAL**

First 4 digits of the HS Code exact?  Yes -  No - If No, exact HS Code:

Inherent description regarding the first 4 digits exact  Yes -  No - If No, exact description:

HS Code with 10 digits exact?  Yes -  No - If No, exact HS Code:

Inherent description of the finished product exact?  Yes -  No - If No, exact description:

### 4. **APPRECIATION OF THE FILLING OF THE TABLES IN CHAPTERS III AND IV**

#### **§ 3.1 – Description of manufacturing process**

Description of manufacturing process attached?  Yes -  No -  Not enough information

#### **§ 3.2 – Raw materials utilised**

Utilised Raw Materials stated?  Yes -  No

ECOWAS TSN of utilised Raw Materials stated?  Yes -  No - If No, state which ones:

Quantity of utilised Raw Materials properly stated?  Yes -  No - If No, state which ones:

Values of utilised Raw Materials properly stated?  Yes -  No - If No, state which ones:

Conclusion: Table on utilized Raw Materials properly filled in § 3.2?  Yes -  No

#### **§ 3.3 – Consumables utilised in the Manufacture of Products Submitted for Approval**

Utilised Consumables stated?  Yes -  No

ECOWAS TSN of utilised Consumables stated?  Yes -  No - If No, state which ones:

Quantity of utilised Consumables properly stated?  Yes -  No - If No, state which ones:

Values of utilised Consumables properly stated?  Yes -  No - If No, state which ones:

Conclusion: Table on utilized Consumables properly filled in § 3.3?  Yes -  No

#### **§ 3.4 – Packaging utilised for Marketing Purposes**

Utilised Packaging stated?  Yes -  No

ECOWAS TSN of utilised Packaging stated?  Yes -  No - If No, state which ones:

Quantity of utilised Packaging properly stated?  Yes -  No - If No, state which ones:

Values of utilised Packaging properly stated?  Yes -  No - If No, state which ones:

Conclusion: Table on utilized Packaging properly filled in § 3.4?  Yes -  No

#### **Chap. IV – Calculation of ex-factory cost price and Value Added**

Description of product properly stated?  Yes -  No

ECOWAS TSN properly stated?  Yes -  No

Maximum production capacity properly stated?  Yes -  No

Quantity produced properly stated?  Yes -  No

Reference Year properly stated?  Yes -  No

Value per unit produced properly stated?  Yes -  No

*(Stating whether thousands or millions in local currency)*

Unit of measure of Value per unit produced properly stated?  Yes -  No

(Stating unit of measure: kg, metre, m<sup>3</sup>, etc.)

All figures of the table properly stated?  Yes -  No - If No, state which ones:

Separate form detailing the "Works, supplies and external services" attached?  Yes -  No

Separate form recording the "Amortisements", giving details on investments made and rate and mode of amortisement, attached?  Yes -  No

Conclusion: Table properly filled in Chapter IV?  Yes -  No - If No, state missing information and/or documents:

## 5. SELECTION OF CRITERION BY THE NAC

### **Wholly Produced (WP)**

Quantity of Raw Materials of Foreign Origin (RM FO): - Unit:

Quantity of Raw Materials of ECOWAS Origin (RM ECW): - Unit:

Total quantity of Raw Materials (RM FO + RM ECW): - Unit:

Rate of Wholly Produced [WP = RM ECW / (RM FO + RM ECW)] in %: %

Proportion of 60% local content of products?  Yes -  No

Decision on the WP criterion: Criterion of WP fulfilled?  Yes -  No

### **Tariff Head Change (THC)**

Verification of the non-inscription on the Exception List

HS Code of the finished product:

Heading (first 4 digits) of the finished product:

Outcome: Heading on the Exception List?  Yes -  No

Outcome: Finished product eligible to the criterion of Tariff Head Change?  Yes -  No

Determination of Tariff Head Change

HS Code of the finished product:

Heading (first 4 digits) of the finished product:

Existence of a raw material of the same first 4 digits of HS Code as the finished product?

Yes -  No

Decision on the Tariff Head Change (THC) criterion: Criterion of THC fulfilled?  Yes -  No

### **Value Added (VA)**

a) Table on the calculation of the ex-Factory Cost Price and the Value Added filled in Chap. IV?

Yes -  No

If No, please kindly go directly to below question k).

If Yes, please kindly give answers to questions b) to k) below:

b) Total amount of Raw Materials of foreign origin as stated in § 3.2:

- Currency:

Total amount of Raw Materials of foreign origin as stated in Chap. IV:

- Currency:

Same total amounts of Raw Materials of foreign origin?  Yes -  No

c) Total amount of Raw Materials of ECOWAS origin as stated in § 3.2:

- Currency:

Total amount of Raw Materials of ECOWAS origin as stated in Chap. IV:

- Currency:

Same total amounts of Raw Materials of ECOWAS origin?  Yes -  No

d) Total amount of Consumables of foreign origin as stated in § 3.3:

- Currency:

Total amount of Consumables of foreign origin as stated in Chap. IV:

- Currency:

Same total amounts of Consumables of foreign origin?  Yes -  No

e) Total amount of Consumables of ECOWAS origin as stated in § 3.3:

- Currency:

Total amount of Consumables of ECOWAS origin as stated in Chap. IV:

- Currency:

Same total amounts of Consumables of ECOWAS origin?  Yes -  No

f) Total amount of Packaging of foreign origin as stated in § 3.4:

- Currency:

Total amount of Packaging of foreign origin as stated in Chap. IV:

- Currency:

Same total amounts of Packaging of foreign origin?  Yes -  No

g) Total amount of Packaging of ECOWAS origin as stated in § 3.4:

- Currency:

Total amount of Packaging of ECOWAS origin as stated in Chap. IV:

- Currency:

Same total amounts of Packaging of ECOWAS origin?  Yes -  No

h) Amount of the ex-Factory Cost Price stated in Chap. IV correct?

Yes -  No - If No, state exact amount:            - Currency:

i) Determination of the Value Added

VA = [(ex-factory CP) – CIF Value RM FOREIGN – CIF Value CONSO FOREIGN – CIF Value PACK FOREIGN] / (ex-factory CP) in %

ex-factory CP=            - Currency:

CIF Value RM FOREIGN=            - Currency:

CIF Value CONSO FOREIGN=            - Currency:

CIF Value PACK FOREIGN =            - Currency:

VA =            /            % =            %

Amount of the Value Added stated in Chap. IV correct?

Yes -  No - If No, state the exact amount:            %

Amount of the stated Value Added at least 30%?  Yes -  No

Conclusion: Criterion of VA fulfilled?  Yes -  No

j) Verification of the 3 additional conditions

Condition 1: Salaries and wages shall not exceed 20% of Cost price

Salaries and wages=            - Currency:

ex-factory CP=            - Currency:

Ratio “Salaries & wages / ex-factory CP” =            /            =            %

Outcome: Ratio “Salaries & wages / ex-factory CP” > 20%?  Yes -  No

Conclusion: Condition 1 fulfilled?  Yes -  No

Condition 2: Works, supplies and external services shall not exceed 10% of Cost price

Works, supplies and external services =            - Currency:

ex-factory CP=            - Currency:

Ratio “Works, supplies and external services / ex-factory CP” =            /            =            %

Outcome: Ratio “Works, supplies and external services / ex-factory CP” > 10%?  Yes- No

Conclusion: Condition 2 fulfilled?  Yes -  No

Condition 3: Financial charges shall not exceed 3% of Cost price

Financial charges=            - Currency:

ex-factory CP=            - Currency:

Ratio “Financial charges / ex-factory CP” =            /            =            %

Outcome: Ratio “Financial charges / ex-factory CP” > 3%?  Yes -  No

Conclusion: Condition 3 fulfilled?  Yes -  No



<b>S/N</b>	<b>Organisation</b>	<b>Name of the representative</b>	<b>Signature</b>

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