



Approved Documents for Invisible Transactions

Transaction Type	Required Documents as stated in FX manual
Freight Payment	<ul style="list-style-type: none">• Completed Form A• Copy of form NXP/NCX• Bill of Lading• Freight Invoice• Confirmation of reasonableness BY NSC
Undergraduate Studies	<ul style="list-style-type: none">• Duly completed Form A• Evidence of admission/course program• School bill for the period• International passport (Nigerian Student)
Postgraduate Studies	<ul style="list-style-type: none">• Duly completed Form A• Photocopy of first-degree certificate (or its equivalent)/Certificate True copy of statement of Result by the awarding institution• Evidence of admission/course program• School bill for the period• International passport (Nigerian Student)
Foreign Medical Treatment	<ul style="list-style-type: none">• Duly completed Form A• A letter of reference from a specialist doctor, or a specialist hospital, in Nigeria• Travel documents including valid internal passport, visa and air ticket• Letter issued by the overseas specialist doctor stating the cost of treatment and maintenance
Correspondence Courses, Registration, Membership Subscription and Examination Fee (Individuals/Corporate)	<ul style="list-style-type: none">• Duly completed form A• Demand Note/Invoice• Evidence of membership and/or enrolment• Bank Verification Number• Internal Passport (Nigerian)
Conference, Seminar and Training (organized abroad)	<ul style="list-style-type: none">• Duly completed form A• Letter of initiation and estimate of expenses issues by the organizing body overseas• Relevant page of passport and return ticket of the beneficiary• Letter of Authority to travel from Nigerian organization with the list of nominees for the course/conference seminar in case of corporate nominees• Bank Verification Number (BVN)



Board Meeting/Directors' Fees	<ul style="list-style-type: none">• Duly completed form A• Board resolution for the meeting and/or Director's Fees• Evidence of Board Membership ie. Letter of appointment• Evidence of tax paid on the amount to be remitted in the case of Directors Fees• Bank Verification Number (BVN)
Advertisement Outside Nigeria (through Local Agent)	<ul style="list-style-type: none">• Duly completed form A• Agreement on the advertisement• Demand Note/Invoice• Evidence of operation of non-resident account
Advertisement Outside Nigeria (without Local Agent)	<ul style="list-style-type: none">• Duly completed form A• Agreement on the advertisement• Demand Note/Invoice
Mortgage Servicing	<ul style="list-style-type: none">• Duly completed form A• Mortgage agreement (copy) in the name of the applicant• Schedule of outstanding liability on the mortgage• Letter of request from applicant• Evidence of tax payment in Nigeria
Contract Service Fee	<ul style="list-style-type: none">• Duly completed form A• Service agreement• Confirmation of service fee• Demand Note/Invoice• Evidence of tax paid on the amount to be remitted
Guarantee/Performance Bond	<ul style="list-style-type: none">• Duly completed form A• Statement of claim• Evidence of underlying contract• Independent+/Arbitrator confirming default in payment
Insurance Payment	<ul style="list-style-type: none">• Duly completed form A• Demand/Invoice from foreign broker/insurer• Policy document• Letter of attestation from the National Insurance Commission (NAICOM)
Family Maintenance Allowance	<ul style="list-style-type: none">• Duly completed form A• Tax certificate/receipt for the relevant period• Photocopy of relevant pages of international passport• Valid Resident Permit• Evidence of operation of an account with the bank and the payment of salaries into the account



Bonus and Gratuity	<ul style="list-style-type: none">• Duly completed form A• A letter from the applicant's employer confirming payment• Evidence of payment of tax on the amount to be remitted in the case of bonus
Repayment of External Loans	<ul style="list-style-type: none">• Duly completed Form A• Copy of Agreement, showing schedule of repayment• Schedule of drawdown of the loan/facility when not stated in the loan agreement• Evidence that the loan/credit was brought into the country (documents in 1.2) where applicable• Import duty receipt with SGD form number• Demand note/Invoice• Swift reference in respect of inflow of funds• Evidence of the issuance of eCCI
Remittance of Dividends, Profits and Bonuses	<ul style="list-style-type: none">• Duly completed Form A• Audited accounts for the years dividends declared• Board of Directors/AGM resolution, authorizing the payment of dividends/profits/bonuses to both local and foreign shareholders• Evidence of tax payment on the amount to be remitted outside Nigeria• Evidence of capital importation into Nigeria e.g CCI or Approves status and evidence of previous remittance of dividends/profit/bonuses• Evidence of what is due to each shareholder for the period of dividends is declared and/or dividend warrant• Requirement of interim dividend in respect of quoted companies shall include:<ul style="list-style-type: none">• Duly Completed Form A• Evidence of tax payment• E-CCI• NSE announcement of interim dividend payment• Evidence of what is due to each shareholder for the period of dividends is declared and/or dividend warrant
Annual Leave Pay	<ul style="list-style-type: none">• Duly completed Form A• Photocopy of relevant pages of the applicant's international passport• Letter from employer stating that the applicant is going on leave and the account of leave allowance paid to the applicant• Photocopy of Resident Permit (for the period applied for)
Charter Fees	<ul style="list-style-type: none">• Completed Form A• Sailing certificate issued by NIMASA, Charter party Agreement



Manufacturing/Technical Service	<ul style="list-style-type: none">• Completed Form “A”• Technical service Agreement as approved by NOTAP,• Demand Note/Invoice,• Evidence that the services were rendered locally• Certificate of satisfactory completion issued by the Nigerian employer• Evidence of tax paid on the amount to be remitted,• Confirmation of reasonableness of fees by NOTAP, Certificate of registration from NOTAP
Management Services	<ul style="list-style-type: none">• Completed Form “A”,• Management service Agreement as approved by NOTAP,• Evidence of tax payment based on the amount to be remitted,• Demand note/Invoice,• Certificate of satisfactory completion of the job issued by the Nigerian employer,• Confirmation of reasonableness of fees by NOTAP,• Certificate of registration from NOTAP.
Consultancy Services	<ul style="list-style-type: none">• Completed Form “A”,• Technical service Agreement as approved by NOTAP,• Demand Note/Invoice,• Evidence that the services were rendered locally,• Certificate of satisfactory completion issued by the Nigerian employer, evidence of tax paid on the amount to be remitted• Confirmation of reasonableness of fees by NOTAP,• Certificate of registration from NOTAP
Hotel Services	<ul style="list-style-type: none">• Completed Form “A”,• Management service Agreement as approved by NOTAP,• Evidence of tax payment based on the amount to be Remitted• Demand note/Invoice,• Certificate of satisfactory completion of the job issued by the Nigerian employer,• Confirmation of reasonableness of fees by NOTAP,• Certificate of registration from NOTAP.
License	<ul style="list-style-type: none">• Completed Form “A”,• License Agreement as approved by NOTAP,• Evidence of tax payment based on the audited account• Audited account for the relevant period• Confirmation of reasonableness of fees by NOTAP,• Certificate of registration from NOTAP.



Telecommunication Charges	<ul style="list-style-type: none"> • Duly completed Form A • License Agreement as approved by NCC, • Demand Note/Invoice, • Confirmation of reasonableness of fees by NCC, • Certificate of registration/License with the NCC.
Payment for Demurrage	<ul style="list-style-type: none"> • Completed Form A • Evidence of tax payment on the amount to be remitted • Audited Account for the relevant period • Manifest of the Ship • Copies of receipts issued to the Importer by the shipping line • Agreement between the local shipping agent and the principal overseas, • Demand Note/Invoice, • Evidence of Payment of demurrage charges into the dedicated account, • Certification of arrival of Vessel by the NPA. NSC confirmation of reasonableness of demurrage payment.
Guarantee/Performance Bonus	<ul style="list-style-type: none"> • Duly completed Form A • Statement claim • Evidence of underlying contract • Independent Arbitrator confirming default in payment
Death claims	<ul style="list-style-type: none"> • Duly completed form A • Demand note/debit note from foreign broker/insurer • Policy document • Letter of attestation from NAICOM
Personal Insurance from a Nigerian resident who had taken an insurance policy abroad before returning to Nigeria	<ul style="list-style-type: none"> • Duly completed form A • Demand note/invoice • Photocopy of insurance policy as evidence that it was taken abroad
Remittance for reinsurance	<ul style="list-style-type: none"> • Duly completed form A • Re-insurance Agreement • Letter of attestation issued by National Insurance Commission (NAICOM) • Demand Note & Invoice
Repair, maintenance, lease & charter of aircraft	<ul style="list-style-type: none"> • A down payment not exceeding 15% of the cost repair/maintenance • Duly executed Form A covering 100% cost of repairs/maintenance • Duly executed Agreement • A guarantee of performance Bond for the value of the down payment issued by a recognized bank in the



	<p>country where maintenance/repairs is correct resolution</p> <ul style="list-style-type: none"> • Demand note/invoice • Confirmation of reasonableness of fees from Nigerian Maritime Administration and Safety Agency (NIMASA) or Nigerian Civil Aviation Authority (NCAA) as applicable <p>Subsequent Payment:</p> <ul style="list-style-type: none"> • Duly completed Form A for total cost (photocopy) • Demand note/invoice • Duly executed Agreement
<p>Charter Fees for Fishing Vessels (Trawlers)</p>	<ul style="list-style-type: none"> • Charter Party Agreement • Duly completed Form A • Evidence of use of Vessel a. Certificate of clearance issues by Nigerian Ports Authority Plc b. Statement of fish landed (quantity and value), issues by the Department of Fisheries c. Bill of Lading d. Ship manifest e. Confirmation of reasonableness of the charter fee by NIMASA
<p>Charter Fees for Bunkering Vessels</p>	<ul style="list-style-type: none"> • Duly completed Form A • Time Charter Party Agreement • License issues by the Directorate of Petroleum Resources (DPR) • Evidence of loading schedule from DPR • Demand note/invoice • Confirmation of reasonableness of the fees by NIMASA
<p>Charter Fees for Marine Vessels</p>	<ul style="list-style-type: none"> • Duly completed Form A • Sailing Certificate issued by NIMASA • Charter Party Agreement • Demand Note/Invoice • Confirmation of reasonableness by Nigerian Shippers Council • Form NXP/NCX • Bill of Lading • Freight Invoice
<p>Repair and Maintenance of Marine Vessels</p>	<ul style="list-style-type: none"> • Duly completed Form A • Contract stating vessel type and registration • Demand note/Invoice • Evidence that the vessel is owned by a Nigerian Company or resident • Confirmation of reasonableness by NIMASA • Current certificate of seaworthiness of vessel issues by NIMASA



Aircraft Lease (Dry Lease)	<ul style="list-style-type: none">• Duly completed Form A• Lease/Maintenance Agreement specifying type and residual value of the aircraft• Federal ministry of Aviation/NCAA license/permit to import the aircraft and/or operate the route or to use aircraft for any other purpose• Aircraft usage as evidenced by the certified aircraft logbook and aircraft approved maintenance intervals• Confirmation of the reasonableness of the lease fee, stating the number of hours, rates and aircraft type by NCAA• Valid Air Operator's Certificate issued by NCAA
Aircraft Lease (Dry Lease)	<ul style="list-style-type: none">• Duly completed Form A• Lease/Maintenance Agreement specifying the age of the aircraft and residual value• Federal ministry of Aviation/NCAA license/permit to import the aircraft and/or operate the route or any other purpose• Aircraft usage as evidenced by the certified aircraft logbook and aircraft approved maintenance intervals• Confirmation of the reasonableness of the lease fee, stating the number of hours, rates and aircraft type by NCAA• Line maintenance cost per hour to be determined by aircraft usage
Aircraft Charter Fee	<ul style="list-style-type: none">• Valid Air Operator's Certificate issued by NCAA Duly completed Form A• Charter Agreement specifying the purpose, duration, type of aircraft amongst others• Federal ministry of Aviation/NCAA license/permit to import the aircraft and/or operate the route or any other purpose• Aircraft usage as evidenced by the certified aircraft Logbook• Valid Air Operator's Certificate (AOC)• Air Transport Operator's License (ATOL)



Repairs and Maintenance of Aircrafts in Nigeria	<ul style="list-style-type: none">• Duly completed Form A Service contract stating aircraft type and maintenance check to be carried out in accordance with the approved maintenance schedule duly authenticated by NCAA• Demand Note or Invoice showing details of repairs/maintenance to be done• Valid Airworthiness certificate• Engine Status Report by NCAA Evidence of usage/check cycles as per authenticated aircraft logbooks by NCAA• Certificate of registration of the aircraft• Photocopies of relevant pages of passport and valid entry visa of the foreign aeronautic aviation experts• Certificate issued by the Nigerian Civil Aviation Authority (NCAA), confirming that the repair/Maintenance was done in Nigeria• Certificate of Satisfactory performance issued by the owner of the aircraft
Net Proceeds of Sale of International Air tickets	<ul style="list-style-type: none">• Duly completed Form A• Auditors report on passengers' revenue and expenditure (Naira and Dollar) for the period for which the remittance is to be made• Summary statement of sales and expenditure (in foreign currency and Naira)• Direct sales report, including bank tellers (in foreign currency and Naira)• Agent sales and bank draft (in currency of sale)• Evidence of tax paid on the amount to be remitted issued by FIRS• Evidence of payment of stipulated taxes, fees and charges to relevant regulatory agencies (FAAN, NCAA, NAMA, NAHCO, SAHCOL, etc)
Repairs and Maintenance of Aircraft Overseas	<ul style="list-style-type: none">• Duly completed Form A• Maintenance Agreement stating aircraft type, age and residual value• Certificate of evidencing completion of job• Demand Note or Invoice showing details of repairs/maintenance carried out• Valid Airworthiness certificate• Engine status report by NCAA• Evidence of usage/check cycles as per authenticated aircraft logbooks• Certificate of registration of the aircraft• Aircraft Maintenance Organization (AMO) certificate of approval for the Workshop issues by the relevant Nigerian Civil Aviation Authority (NCAA)