GUIDELINES FOR FILLING ETLS FORM

Prospective applicants should provide under-listed information:

0 Business Name; Registration No
1 Address of Head Office (P.O.Box; telephone No, fax No, E-mail address, website)
2 Sector and Branch of Activity
3 Legal Status
4 Preferential treatment granted by Member State of domiciliation
5 Number and location of factory
6 Product(s) name
7 Product(s) size
8 Diagram of production processes
9 Raw Materials of Foreign Origin: Quantities and amount
   Raw Materials of ECOWAS origin: Quantities and amount
9.1 Consumables of Foreign Origin: Quantities and amount
   Consumables of ECOWAS Origin: Quantities and amount
9.2 Packaging of Foreign Origin: Quantities and Value
   Packaging of ECOWAS Origin: Quantities and Value
10 CIF value (4)
11 Transport, transit to factory (5)
12 Import duties and taxes.
13 Other expenditure borne by company:
   - Salaries and wages (6)
   - Duties and taxes (borne by company)
   - Works, supplies and services provided from
     - administrative overheads
   - electricity & power
   - repairs & maintenance
   - transport and travel
   - financial charges
   - amortisation (buildings & equipment)
14 Evidence of Certification:
   NEPC, NAFDAC, S.O.N, M.AN e.t.c
   for more information, call: +2348033544080, or send an email to: enquiry_m&br@yahoo.com, m&br@nepc.gov.ng
ANNEX N° 1.

APPLICATION FORM FOR ADMISSION TO THE ECOWAS TRADE LIBERALISATION SCHEME

To be completed by the industrial enterprise and submitted by the ECOWAS Member State

Executive Secretariat
April 2002
CONTENT OF APPLICATION FORM

I. Identity of Enterprise

0.1 Business Name; Registration N°
0.2 Address of Head Office (P.O.Box ; telephone N°, fax N°, E-mail address, website)
0.3 Sector and Branch of Activity
0.4 Legal Status
0.5 Preferential treatment granted by Member State of domiciliation
1.6 Number and location of factory

II. Manufactured Products Submitted for Approval

2.1. Description of product under ECOWAS Customs Nomenclature

2.2. Type of product

2.3. Brand name and manufacturing label

III. Manufacturing Process

3.1. Description of manufacturing process

3.2. Raw materials employed
3.3. Consumables utilised

3.4. Type of packaging utilised

IV. Determination of ex-Factory Price and Value-added

4.1. Applicants must complete form, indicating components determining ex-factory price and value-added for each product or group of products
I. Identity of Enterprise

1.0 Business Name

Headquarters Address

P.O.Box

Telephone N°

Fax N°

E-mail address

Website

Sector and Branch of Activity

Legal Status (1)

Preferential Treatment granted by Member State of Domiciliation (2)

Approval number issued under the liberalisation scheme (3)

Number and location of establishments

(1) attach copy of Statutes
II. Manufactured Product submitted for Approval

2.1 Describe product using ECOWAS Tariff and Statistical Nomenclature and indicating trade description (attach any official documents attesting to tariff classification, and, where possible, include a sample of product).

2.2 State tariff item or sub-item classification of manufactured product under ECOWAS Nomenclature

2.3 State brand name or manufacturing label used for marketing purposes (include any useful indications for the identification of the manufactured product)
III. MANUFACTURING PROCESS

3.1. Description of Manufacturing process

3.2. Raw materials utilised

1. Use model table for each product submitted for approval

<table>
<thead>
<tr>
<th>Product manufactured</th>
<th>Reference Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECOWAS Customs Nomenclature N°</td>
<td>Quantity Utilised</td>
</tr>
</tbody>
</table>

A. **Raw Materials of Foreign Origin**

B. **Raw Materials of ECOWAS Origin**

(1) state principal raw materials utilised
3.3. **Consumables Utilised in the Manufacture of Products Submitted for Approval**

2. Use model table for each product submitted for approval

<table>
<thead>
<tr>
<th>Product Manufactured</th>
<th>Description of Consumables (1)</th>
<th>Reference Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ECOWAS Customs Nomenclature N°</td>
<td>Quantity Utilised</td>
</tr>
</tbody>
</table>

A. **Consumables of Foreign Origin**

B. **Consumables of ECOWAS Origin**

(1) state principal consumables utilized
### IV. CALCULATION OF EX-FACTORY COST PRICE AND VALUE ADDED

**Description of product:**

**Maximum production capacity:**

**Quantity produced:**

<table>
<thead>
<tr>
<th>Components determining ex-factory cost price</th>
<th>Reference Year</th>
<th>Value per unit produced</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1°) Raw materials utilised:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>- of ECOWAS origin</td>
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<td></td>
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<tr>
<td>- Of foreign origin</td>
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<tr>
<td>. CIF value (4)</td>
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<td>. Transport, transit to factory (5)</td>
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<td>. Import duties and taxes</td>
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<tr>
<td>2°) Consumable utilised</td>
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<tr>
<td>- of ECOWAS origin</td>
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<td>3°) Packaging utilised</td>
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<tr>
<td>4°) Other expenditure borne by company</td>
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<tr>
<td>- Salaries and wages (6)</td>
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<tr>
<td>- Duties and taxes (borne by company)</td>
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<tr>
<td>- Works, supplies and services provided from external sources (7)</td>
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<tr>
<td>- Transport and travel</td>
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<tr>
<td>- Financial charges (8)</td>
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<td></td>
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<tr>
<td>- Amortisations (buildings &amp; equipment) (9)</td>
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</tbody>
</table>

**EX-FACTORY COST PRICE**

**VALUE ADDED %**

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1° state reference year
2° state thousands or millions in local currency
3° state unit of measure and consumables (kilo, metre, m3, etc.)
4° CIF value of raw materials and consumables
5° transport-transit to border of importing State + transport-transit to factory (for land-locked countries)
6° salaries and wages may not exceed 20% of cost price
7° works, supplies and ext. services may not exceed 10% of cost price, and must be directly tied to production
8° financial charges may not exceed 3% of cost price
9° amortisations must be recorded on a separate form, giving details of investments made and rate and mode of amortisation.