## 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

<table>
<thead>
<tr>
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<th>Yes</th>
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<tr>
<td>Enterprise inspected?</td>
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<td>If Yes, inspection report available?</td>
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### 2. Identity of the Enterprise

#### 1.1 ECOWAS Required Documents and Information

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<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Information (identity, address, sector and branch of activity, legal status) completed?</td>
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<td>Certificate of Incorporation attached?</td>
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<td>Memorandum and Articles of Association of the enterprise attached?</td>
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<td>Preferential treatment granted to the enterprise?</td>
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<td>Enterprise already approved?</td>
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If No, missing information:

- If Yes, inherent text attached? □ Yes - □ No
- If Yes, approval Nr. stated? □ Yes - □ No

#### 1.2 Nigeria Specific Required Documents

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<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Not Required</th>
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<tbody>
<tr>
<td>NAFDAC certificate of product registration attached?</td>
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<td>SON certificate of MANCAP attached?</td>
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<td>SON certificate of product certification attached?</td>
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<td>NEPC certificate attached?</td>
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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, m³, 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 \[WP = \frac{RM \text{ ECW}}{RM \text{ FO} + RM \text{ ECW}}\] 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
   \[ VA = \frac{[(\text{ex-factory CP}) - \text{CIF Value RM FOREIGN} - \text{CIF Value CONSO FOREIGN} - \text{CIF Value PACK FOREIGN}]}{(\text{ex-factory CP})} \text{ in } \% \]
   \begin{align*}
   \text{ex-factory CP} & = \quad -\text{ Currency:} \\
   \text{CIF Value RM FOREIGN} & = \quad -\text{ Currency:} \\
   \text{CIF Value CONSO FOREIGN} & = \quad -\text{ Currency:} \\
   \text{CIF Value PACK FOREIGN} & = \quad -\text{ Currency:} \\
   \text{VA} & = \quad / \quad \% = \quad \% \\
   \end{align*}
   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:
   \[ \text{ex-factory CP} = \quad -\text{ Currency:} \]
   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:
   \[ \text{ex-factory CP} = \quad -\text{ Currency:} \]
   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:
   \[ \text{ex-factory CP} = \quad -\text{ Currency:} \]
   Ratio “Financial charges / ex-factory CP” = / = %
   Outcome: Ratio “Financial charges / ex-factory CP” > 3%? □ Yes - □ No
   Conclusion: Condition 3 fulfilled? □ Yes - □ No
k) Overall decision on the VA criterion
Criterion of VA fulfilled? ☐ Yes - ☐ No
All 3 additional conditions fulfilled? ☐ Yes - ☐ No - If No, state which ones:
Final decision: Finished product is an ECOWAS originating product? ☐ Yes - ☐ No

6. FINAL DECISION

Application approved for: ☐ WP - ☐ THC - ☐ VA
☐ Application Form to be put in the process of transmission to ECOWAS Commission.
☐ Draft a letter of the Minister to the General Manager of the concerned enterprise sending the comments and observations of NAC on the Application Form submitted.

Done at this Day of

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<th>Name of the representative</th>
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