



TIN REGISTRATION CHECKLIST

Registration Of Importers/Exporters

KEY INSTRUCTIONS

Prior to application submissions clients are to STRICTLY follow and maintain the following information and documentation when applying for registration. Most notably, to avoid inconvenience and inconsistent information – clients are firstly to note the following:

- × **DO NOT** submit images as an application, these include:
 - Submitting in applications in an image format
 - Submitting in official documents as taken as a regular picture and not scanned through a scan/copy machine (showing signs of creasing/folding/view at different angles).
- × **DO NOT** submit official documentation scanned via a `cam-scanner`, and/or with a visible watermark on said documents – this also includes:
 - Submitting in official documents as taken as a regular picture and not scanned through a scan/copy machine (showing signs of creasing/folding/view at different angles).
- × **DO NOT** submit TIN certificates that do not clearly show the seal of authority and signature – validated by the IRC.
- × **DO NOT** submit unclear documents, IDs, certificates etc... that visibly show smudges, markings, and partial information.
- × **DO NOT** submit partially scanned documents, IDs, certificates etc...
- × **DO NOT** submit blurry or unclear documents, IDs, certificates etc...
- × **DO NOT** submit illegible hand-written application forms, statements, etc...
- × **DO NOT** use correctional fluids/tapes on application forms, statements, etc...
- × **DO NOT** submit application forms (G26) that have been outdated.
- × ALL INFORMATION submitted via application for registration MUST be clear, concise and consistent.

See next page for criteria...



CLIENTS FOR REGISTRATION

INDIVIDUAL IMPORTERS/EXPORTERS

- ✓ ORIGINAL completed and signed Form G26 (a & b)
- ✓ Copy of the ORIGINAL TIN (Tax Identification Number) Certificate from the IRC (Internal Revenue Commission)
- ✓ Copy of the ORIGINAL Bill of Lading/Airway Bill
- ✓ Copy of valid identification, valid from within the last 6-12 months – MUST NOT be expired
- ✓ *Clients registering as an **EXPORTER**:*
 - *For exporting locally sourced or manufactured goods, are required to also provide the appropriate Export Permit/Certificate from the respective association/institution regarding the exported goods.*
 - *For Personal or Household Goods/Appliances (i.e. computers, kitchen appliances, clothing, etc.), clients must provide a signed & stamped statutory declaration of said products.*

What should you fill in on the G26a Form?

- ✓ **Box 1** – Full name
- ✓ **Box 2** – TIN
- ✓ **Box 4** – Valid and current postal address
- ✓ **Box 5** – Valid and current residential address
 - *If you live in an urban area – input your section/lot/portion numbers, street name, suburb, town/city, and province.*
 - *If you live a rural area – input your village name, ward number, LLG or District name, and province*
- ✓ **Box 7a** – Email address
- ✓ **Box 8a/b** – Telephone and/or mobile number
- ✓ **Box 9a** – Tick off the box titled 'Individual'
- ✓ State full name in the space under Box 9
If 9(a) or 9(b) | your full name
- ✓ **Box 10b** – Tick off the appropriate Box; i.e. Importer, Exporter, or Other
- ✓ **Box 11** - Bank details (Bank name and Account number)
- ✓ State your full name once more, at the end of 'I'
- ✓ **Sign off at the bottom**
- ✓ **Input date** with which declared this form statement.



SOLE PROPRIETARIES, COMPANIES, BUSINESS HOUSES

- ✓ ORIGINAL completed and signed Form G26 (a & b)
 - Organizations **MUST** apply their common seal to said form.
- ✓ Copy of the ORIGINAL TIN (Tax Identification Number) Certificate from the IRC (Internal Revenue Commission)
- ✓ Copy of the ORIGINAL Bill of Lading/Airway Bill
 - In the event a representative/owner of the business/organization declares as with their names as CONSIGNEE(S) on the bills, they are also **REQUIRED** to provide valid identification as proof of declaration.
- ✓ Copy of the ORIGINAL updated IPA (Investment Promotion Authority) Certification, and Certificate of Good standing.
- ✓ *Clients registering as an **EXPORTER**:*
 - *For exporting locally sourced or manufactured goods, are required to also provide the appropriate Export Permit/Certificate from the respective association/institution regarding the exported goods.*
 - *For Personal or Household Goods/Appliances (i.e. computers, kitchen appliances, clothing, etc.), clients must provide a signed & stamped statutory declaration of said products.*

What should you fill in on the G26a Form?

- ✓ **Box 1** – Complete name of the business
- ✓ **Box 2** – TIN
- ✓ **Box 4** – Valid and current postal address of business operations
- ✓ **Box 5** – Valid and current address of business operations
 - *If you operate in an urban area – input your section/lot/portion numbers, street name, suburb, town/city, and province.*
 - *If you operate a rural area – input your village name, ward number, LLG or District name, and province*
- ✓ **Box 6** – Valid registered office address
 - *If this address is the same as Box 5, input as 'Same applies as in Box 5'*
- ✓ **Box 7a** – Email address
- ✓ **Box 8a/b** – Telephone and/or mobile number
- ✓ **Boxes 9** – Tick off the APPROPRIATE box from '(b) – (h)'
- ✓ State full name(s) in the space under Box 9

- *If you are operating/trading as a Sole Proprietary, fill in:*

If 9(a) or 9(b)
your full name

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- *If you are operating/trading as a Company, Institute, etc... fill in where applicable:*

If 9 c) to 9(h)
Names &
Addresses of
Chairman/Head
and two
directors

Name		Designation	
Name		Designation	
Name		Designation	

- ✓ **Box 10b** – Tick off the appropriate Box; i.e. Importer, Exporter, Manufacturer, or Other
- ✓ **Box 11** - Bank details (Bank name and Account number)



- ✓ State your full name once more, at the end of 'I'
 - In the event a representative/owner of the business organization declares as with their names and provide their signatory on G26a:

I <input type="text"/>	declare that above information is correct in all details.	
Signature	Company Common Seal	Date <input type="text"/>
<small>(Please see the instructions over leaf)</small>		

They are also **REQUIRED** to provide valid identification as proof of declaration.

- ✓ **Sign off at the bottom and apply the common seal of the business or company**
- ✓ **Input date** with which declared this form statement.



INSTITUTIONS, NGOs, OTHER ORGANIZATIONS

- ✓ ORIGINAL completed and signed Form G26 (a & b)
 - Organizations **MUST** apply their common seal to said form.
- ✓ Copy of the ORIGINAL TIN (Tax Identification Number) Certificate from the IRC (Internal Revenue Commission)
- ✓ Copy of the ORIGINAL Bill of Lading/Airway Bill
 - In the event a representative/owner of the business/organization declares as with their names as CONSIGNEE(S) on the bills, they are also **REQUIRED** to provide valid identification as proof of declaration.
- ✓ *Clients registering as an **EXPORTER**:*
 - *For exporting locally sourced or manufactured goods, are required to also provide the appropriate Export Permit/Certificate from the respective association/institution regarding the exported goods.*
 - *For Personal or Household Goods/Appliances (i.e. computers, kitchen appliances, clothing, etc.), clients must provide a signed & stamped statutory declaration of said products.*

What should you fill in on the G26a Form?

- ✓ **Box 1** – Complete name of the institution
- ✓ **Box 2** – TIN
- ✓ **Box 4** – Valid and current postal address
- ✓ **Box 5** – Valid and current address of operations
 - *If you operate in an urban area – input your section/lot/portion numbers, street name, suburb, town/city, and province.*
 - *If you operate a rural area – input your village name, ward number, LLG or District name, and province*
- ✓ **Box 6** – Valid registered office address
 - *If this address is the same as Box 5, input as 'Same applies as in Box 5'*
- ✓ **Box 7a** – Email address
- ✓ **Box 8a/b** – Telephone and/or mobile number
- ✓ **Boxes 9** – Tick off the APPROPRIATE box from '(b) – (h)'
- ✓ State full name(s) in the space under Box 9, where applicable

If 9 c) to 9(h) Names & Addresses of Chairman/Head and two directors	Name <input style="width: 60%;" type="text"/>	Designation <input style="width: 20%;" type="text"/>
	Name <input style="width: 60%;" type="text"/>	Designation <input style="width: 20%;" type="text"/>
	Name <input style="width: 60%;" type="text"/>	Designation <input style="width: 20%;" type="text"/>
- ✓ **Box 10b** – Tick off the appropriate Box; i.e. Importer, Exporter, Manufacturer, or Other
- ✓ **Box 11** - Bank details (Bank name and Account number)



- ✓ State your full name once more, at the end of 'I'
 - In the event a representative/owner of the organization declares as with their names and provide their signatory on G26a:

I <input type="text"/>	declare that above information is correct in all details.	
Signature	Company Common Seal	Date <input type="text"/>
<small>(Please see the instructions over leaf)</small>		

They are also **REQUIRED** to provide valid identification as proof of declaration.

- ✓ **Sign off at the bottom and apply the common seal of the organization/institution**
- ✓ **Input date** with which declared this form statement.