

A NEW WAY OF DOING TRADE IN NIGERIA

single window for trade

FIRS User Manual



Request TIN password and NCS registration is a one-time registration activity for all importers, exporters, and brokers. The purpose of this activity is to register themselves with NCS and link their FIRS TIN number to their profile. Previously, NCS did not use or recognize TIN; registration of TIN with NCS will allow for better and faster processing of customs operations.

Target users are:

NCS
Importers
Exporters
Brokers



Table of Contents

1. PREREQUISITES	3
1.1 Required Documents	3
1.2 Data Validation and Control	4
2. TIN REGISTRATION ON NCS TRADE PORTAL USING FIRS SERVICES	5
1.1 Validate your TIN information.....	5
1.2 Register your TIN with NCS	7
3. ERROR MESSAGES	9



1. PREREQUISITES

Registration of a Taxpayer is one essential procedure that needs to be done through an FIRS Tax office given the necessary details that must be provided by the Taxpayer on demand. This registration is important because the conclusion of it enables the Tax office to generate a TIN (Tax Identification Number) for the potential Taxpayer.

1.1 *Required Documents*

It is required that during registration with any FIRS Tax office, the Taxpayer must provide the following documents:

- a. A Certificate of Incorporation issued by CAC and bearing an RC Number
- b. Necessary documents showing correct business address,
- c. The Tax office should also be furnished with the correct commencement date.

There is always a registration officer in every Tax office to attend to Taxpayer's registration matters. Hence, it is the prerogative of this officer to do the registration for an Individual, Enterprise or a Company under the different registration modes.

However, note must be taken that Individuals and Enterprises are registered under "Individual Registered", while Companies register under "Company Registration" shown on the first screen of the Web Portal.

After all these are completed, a Tax Identification Number (TIN) will be issued to the taxpayer to enable him pay his tax liabilities at the Bank.



1.2 Data Validation and Control

The following data validity rules will be applied during FIRS and NCS registration stage.

Field	Rule
Tin Number	- Unique number which must be mandatory and not null - TIN number can only be either 8 digits long (individual), 13 digits (company - branch) or 15 digits (in the future)
RC number	- If TIN number is 13 characters (12345678-1234 as in "company"- "branch"), then RC number is mandatory - RC number cannot be used for two different companies (first 8 digits of the 13 characters are different, ex: 11111234-XXXX and 22221234-XXXX), but HAS to be identical for different branches of the same company (first 8 digits of the 13 characters are identical, ex: 11111234-0001 and 11111234-0002) - RC numbers should be alphanumeric (This is to allow for the Corporate individuals and company whose RC number starts with "BN or RC "
*Tax Payer	- This field is mandatory and must not exceed 200 characters
*Email address	- Field must always be mandatory - Email should be unique per company (one company and branches may have one email) and must be a valid email address
*Address 1	- This field is Mandatory - Maximum number of characters should not be more than 200.
Address 2	- This field is optional - Maximum number of characters should not be more than 200
*Mobile number	- This field is mandatory and must not accept symbols only 11 digits wide (ex: 08051231231)



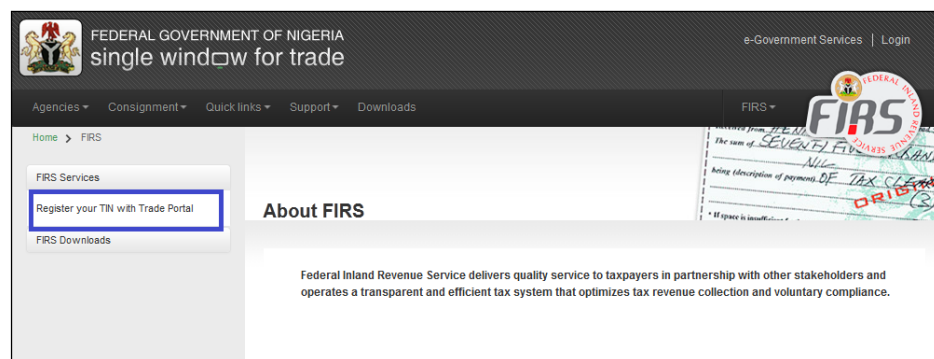
Note: If the Importer's submitted information in FIRS are not compliant with the validation control fields(*) (i.e. missing email address, missing mobile number ,etc), they have to visit FIRS and update their information.

Please refer to FIRS Website for further information: <http://firs.gov.ng>.

2. TIN REGISTRATION ON NCS TRADE PORTAL USING FIRS SERVICES

1.1 *Validate your TIN information*

To validate user Tin information, click on “**FIRS Services**” button and select the **Register your TIN with Trade Portal** from the dropdown menu.



TIN registration page is displayed as shown below:



Enter necessary details in the fields displayed in registration page as shown below:

- a. Enter TIN Number (Mandatory)
- b. Enter E-mail address (Mandatory)

Note: e-mail address to be entered must be the same with what is declared in FIRS.

- c. Enter Security word displayed (e.g. "cloied ")

Click on "**Validate**" button. If validation of data are successful, validation confirmation page is displayed as shown below:

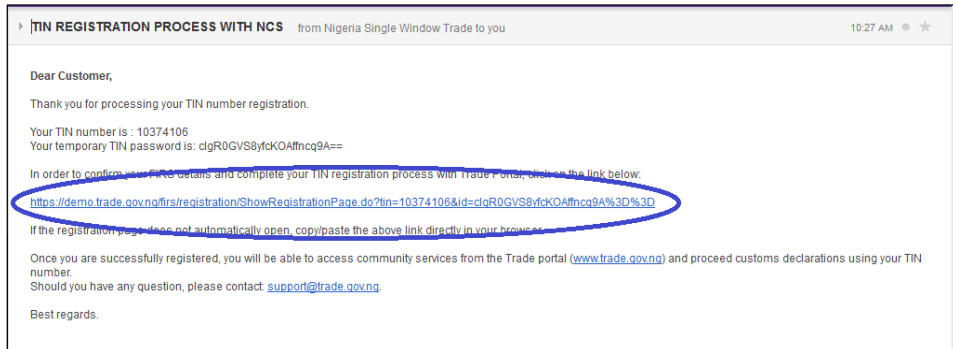
Note: TIN validation using Trade portal will be done one time only.



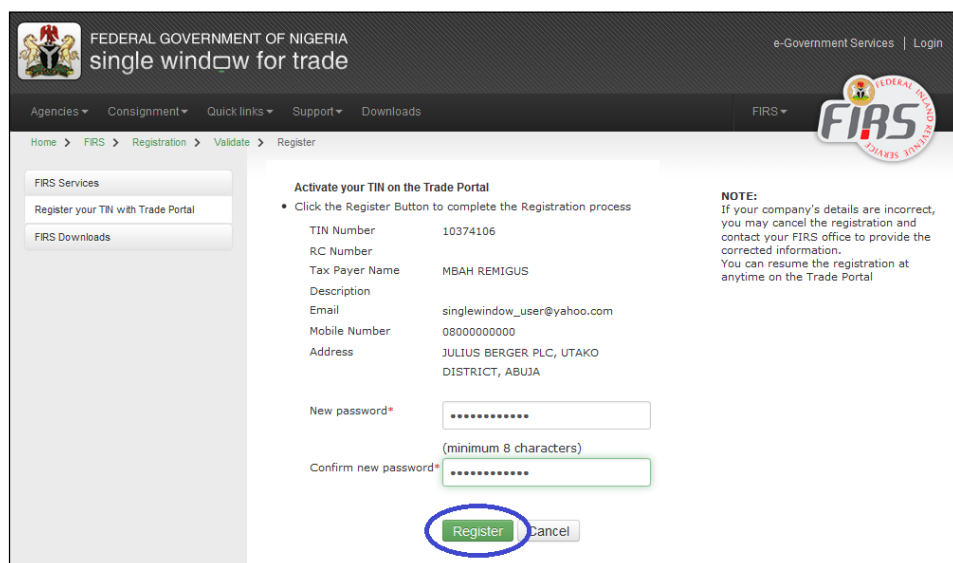
1.2 Register your TIN with NCS

Logon to your email provider to retrieve authentication details.

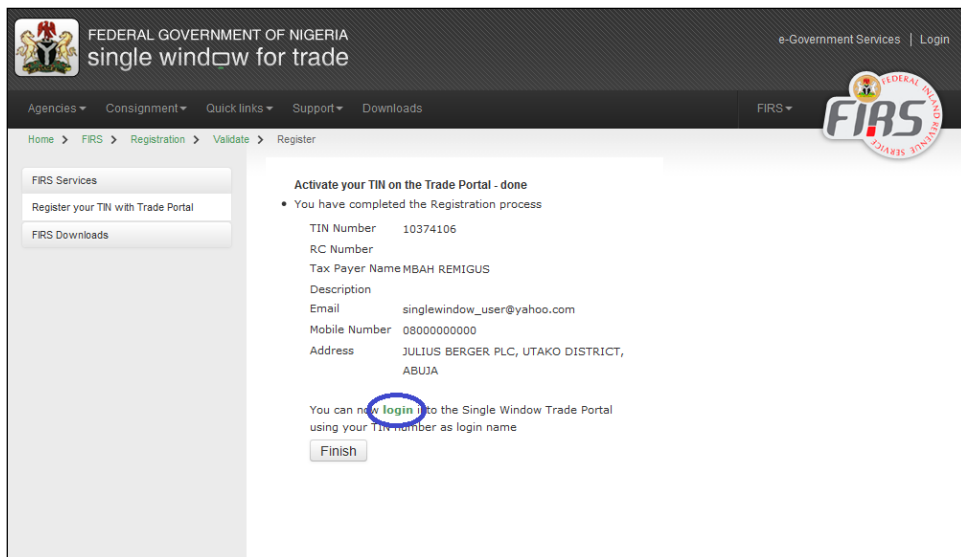
Click on the “Registration” hyperlink.



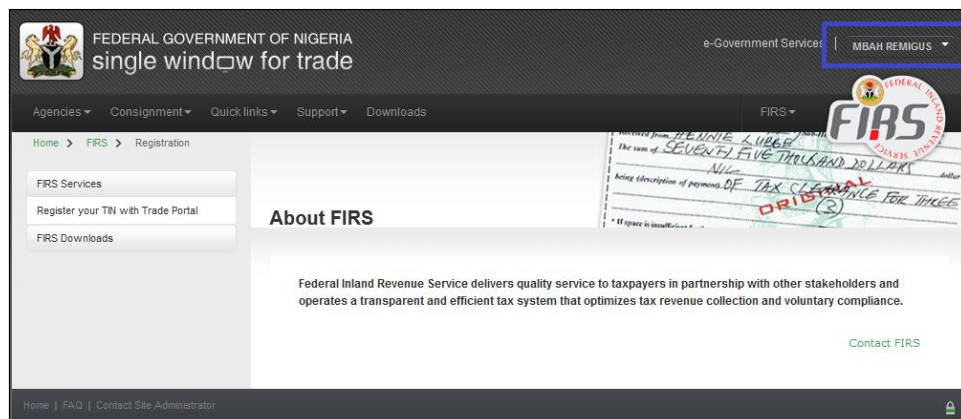
Company / Individual details are displayed after your information is authenticated. Enter the new password and re-enter new password then click on “Register” button to register the company / individual data.



Registration confirmation will be displayed with complete Company / Individual details. Click on the “login” hyperlink to login to Single Window Trade Portal Community service or click on “Finish” button to close the window.



FIRS home page will be displayed when successfully logged in. Username will be displayed on the upper right part of the window.





3. ERROR MESSAGES

s/n	ERROR MESSAGES	ACTION TO BE DONE BY ENDUSER
1	Error in processing your validation request. Please contact Helpdesk	Contact WF Helpdesk
2	Either your email, name, address or telephone details was not declared to FIRS.	Contact FIRS. It might be necessary to update your details at the nearest FIRS office.
3	The information declared to FIRS is invalid, please contact FIRS	Contact FIRS. It might be necessary to update your details at the nearest FIRS office.
4	The TIN information provided does not exist: [XXXXXXXX-XXXX]. Please contact Helpdesk	Contact WF Helpdesk
5	There is no email declared to FIRS, Please contact FIRS to register your email address.	Contact FIRS. It might be necessary to update your details at the nearest FIRS office.
6	The Email address provided should be the same as what has been declared to FIRS. Verify that you have entered the correct TIN number and the right email address. If this error persists, verify with FIRS that you have given the correct Email address.	Contact FIRS
7	The Email address provided should be the same as what has been declared to FIRS.	Contact FIRS
9	The Email declared to FIRS is invalid, Please contact FIRS to register a valid email.	Contact FIRS
10	There is no address declared to FIRS, Please contact FIRS.	Contact FIRS
11	The Address declared to FIRS is invalid. Please contact FIRS.	Contact FIRS
12	The Address declared to FIRS is invalid. Please contact FIRS.	Contact FIRS
13	There is no phone number declared to FIRS .Please contact FIRS.	Contact FIRS
14	The phone number declared is not valid.	Contact FIRS
15	Company TIN is required	Enter Tin number in TIN number field
16	The Company specified is not valid	Check and enter correct format of TIN number and email address
17	The name of business declared to FIRS is invalid. Please contact FIRS	Contact FIRS
18	The name business declared to FIRS is invalid. Please contact FIRS	Contact FIRS
19	The Company's RC number is required, Please update with FIRS.	Contact FIRS
20	The Company's RC number is invalid, Please update with FIRS.	Contact FIRS
21	Company's email is not unique, Please update with FIRS.	Contact FIRS



s/n	ERROR MESSAGES	ACTION TO BE DONE BY ENDUSER
22	Invalid TIN/Password. Please check your credentials and try again.	Check and re-enter the TIN number
23	Error in processing your registration request. Please contact Helpdesk	Contact WF Helpdesk
24	Your TIN is already registered: [XXXXXXXX-XXXX]	Contact WF Helpdesk
25	The entered characters do not match with displayed image. Please try again	Check and enter display image.