



# TIN REGISTRATION CHECKLIST

*Registration Of Importers/Exporters*

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## 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 blurry or unclear documents, IDs, certificates etc...
- × **DO NOT** submit illegible hand-written 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- × **DO NOT** submit application forms (G26) that have been outdated.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

### 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 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.

### 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 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.
<b>Signature</b> <small>(Please see the instructions over leaf)</small>	<b>Company Common Seal</b>	<b>Date</b> <input type="text"/>

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.

### 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	Designation

- ✓ **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		declare that above information is correct in all details.
Signature	Company Common Seal	Date
<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.