

EBONYI STATE GOVERNEMENT OF NIGERIA
EBONYI STATE SMALL AND MEDIUM ENTERPRISES DEVELOPMENT AGENCY
DATA COLLECTION TEMPLATE FOR THE PROCESSING AND ISSUANCE OF FREE EXPORT LICENSE CERTIFICATE TO
EBONYI COOPERATIVE SOCIETY EXPORTERS

NOTE: SECTION A (BIO DATA) (to be filled by the president and secretary/ director and secretary)

NAME OF PRESIDENT/DIRECTOR:

RESIDENTIAL ADDRESS WITH HOUSE NO:

LGA OF RESIDENCE:..... STATE OF ORIGIN:.....

LGA OF ORIGIN:..... EMAIL ADDRESS:

DATE OF BIRTH:..... NIN:..... SEX.....

PHONE NUMBER:..... DESIGNATION:.....

UPLOADS (EACH MUST NOT BE MORE THAN 3MB): PASSPORT, MEANS OF ID, SIGNATURE)

(SECRETARY WHERE APPLICABLE)

NAME OF SECRETARY:

RESIDENTIAL ADDRESS WITH HOUSE NO:

LGA OF RESIDENCE:..... STATE OF ORIGIN:.....

LGA OF ORIGIN:..... EMAIL ADDRESS:

DATE OF BIRTH:..... NIN:..... SEX.....

PHONE NUMBER:..... DESIGNATION:.....

UPLOADS (EACH MUST NOT BE MORE THAN 3MB): PASSPORT OF SECRETARY, MEANS OF ID OF SECRETARY, SIGNATURE OF SECRETARY)

SECTION B (COMPANY/COOPERATIVE INFORMATION)

NAME OF COOPERATIVE/COMPANY.....

REGISTERED OFFICE ADDRESS:

REGISTERED STATE OF OPERATION:..... LGA OF OPERATION:

COOPERATIVE REGISTRATION NUMBER/RC NUMBER:.....

YEAR OF INCOOPERATION/REGISTRATION:

COMPANY EMAIL ADDRESS (IF DIFFERENT FROM DIRECTOR OR PRESIDENT):.....

CURRENT FACTORY ADDRESS:.....

FACTORY STATE:..... FACTORY LGA:.....

BUSINESS DESCRIPTION/NATURE OF BUSINESS:

.....

.....

SECTION C (CORPORATE OVERVIEW)

TYPE OF COMPANY: LIMITED LIABILITY

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COOPERATIVE SOCIETY

☐

NUMBER OF EMPLOYEES:PROJECTED ANNUAL TURN-OVER (N).....

(DETAILS OF DIRECTORS/ MEMBERS NOT MORE THAN 10 MEMBERS)

NAME (Surname First):.....

ADDRESS WITH NO:.....

LGA OF RESIDENCE:..... PHONE NUMBER:.....

NIN:..... DESIGNATION:.....

PERCENTAGE OWNERSHIP:..... OCCUPATION:.....

EMAIL ADDRESS:

NOTE: (USE ADD MEMBERS INFORMATION TO ADD MORE MEMBERS)

SECTION D (EXPORT CLASSIFICATION)

EXPORT CATEGORY: MANUFACTURING

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MERCHANT

☐

SERVICES

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EXPORT SECTOR: *Solid Minerals, Building & Electric Products, Agricultural Products, Cosmetics Products, Packaging products, petroleum by-products, plastic & rubber products, Herbal products, Pharmaceutical Products, Textiles, Garments, Apparel, Spices, etc.*

If not listed above, State:

PRODUCTS:

RATED PRODUCTION CAPACITY (For manufacturing only): (QUANTITY)

PRESENT PRODUCTION CAPACITY (For manufacturing only): (QUANTITY)

WAREHOUSE CAPACITY (For merchant only): (e.g. 50 by 100 feet)

PERCENTAGE OF LOCAL MATERIALS: (in percentage)

PERCENTAGE OF IMPORTED MATERIALS: (in percentage)

ADDITIONAL DOCUMENTS FOR UPLOADS FOR LIMITED LIABILITY (EACH MUST NOT BE MORE THAN 3MB PDF FORMAT)

- a) CERTIFICATE OF INCORPORATION
- b) CERTIFIED TRUE COPY OF MEMORANDUM AND ARTICLES OF ASSOCIATION (MEMART)
- c) PARTICULARS OF DIRECTORS (APPLICATION FORMS)
- d) BOARD RESOLUTION

ADDITIONAL DOCUMENTS FOR UPLOADS FOR COOPERATIVE SOCIETY (EACH MUST NOT BE MORE THAN 3MB PDF FORMAT)

- e) COOPERATIVE REGISTRATION CERTIFICATE ISSUED BY EBONYI STATE MINISTRY OF COMMERCE
- f) MINUTES OF LAST MEETING OF COOPERATIVE SOCIETY NOT LATER THAN 2 MONTHS
- g) BYE-LAWS OF COOPERATIVE SOCIETY
- h) BOARD RESOLUTION

DECLARATION AND CONSENT

I hereby confirm that all the information provided is accurate and true to the best of my knowledge

Name of President/Director:.....Date:.....