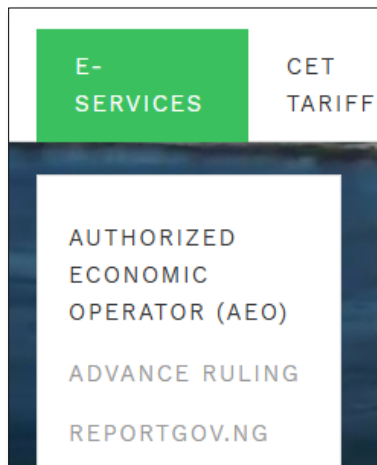


Step 1: Perform Self-Audit Using the Self-Assessment Questionnaire (SAQ)

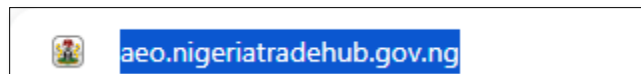
- Visit the AEO Portal at ***aeo.nigeriatradehub.gov.ng***
- Download the Self-Assessment Questionnaire (SAQ) from the portal.
- Evaluate your company's readiness in terms of compliance, trade security, and operational standards.
- Ensure your internal processes align with AEO requirements before submitting the application.

Accessing the URL



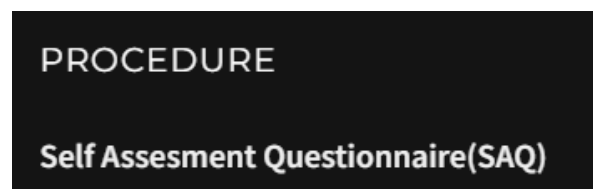
- **Option 1:** Through the Nigeria Customs Service website at www.customs.gov.ng by clicking the “E-Services” tab.

- **Option 2:** Enter the address directly on the address bar of your browser ***aeo.nigeriatradehub.gov.ng on***



Downloading the SAQ

Navigate to the hyper link for Self-Assessment Questionnaire as indicated below, click to download the SAQ:



Disclaimer for AEO Applications

*“Applicants seeking AEO status must conduct a comprehensive self-assessment using the **Self-Assessment Questionnaire (SAQ)** and ensure they meet all applicable AEO criteria before submitting their application.*

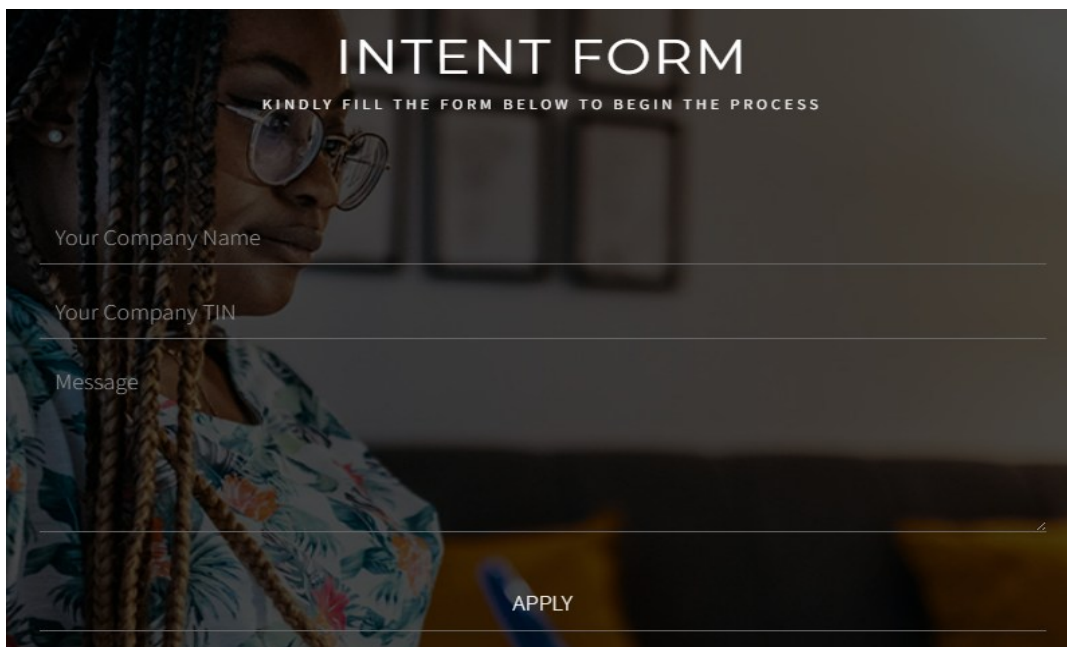
*Applications that do not meet the AEO criteria will require the applicant to complete a formal **Compliance Improvement Program** for a minimum period of **two years** before becoming eligible to reapply for AEO status.*

By submitting an application, the applicant acknowledges full responsibility for ensuring compliance with all AEO requirements and understands the implications of an incomplete or non-compliant submission.”

Step 2: Complete Online Notification of Intent

- Register your intent to apply for AEO status.
- Review the guidelines and requirements before proceeding.
- Check your email for login credentials

Registering Intent



INTENT FORM

KINDLY FILL THE FORM BELOW TO BEGIN THE PROCESS

Your Company Name

Your Company TIN

Message

APPLY

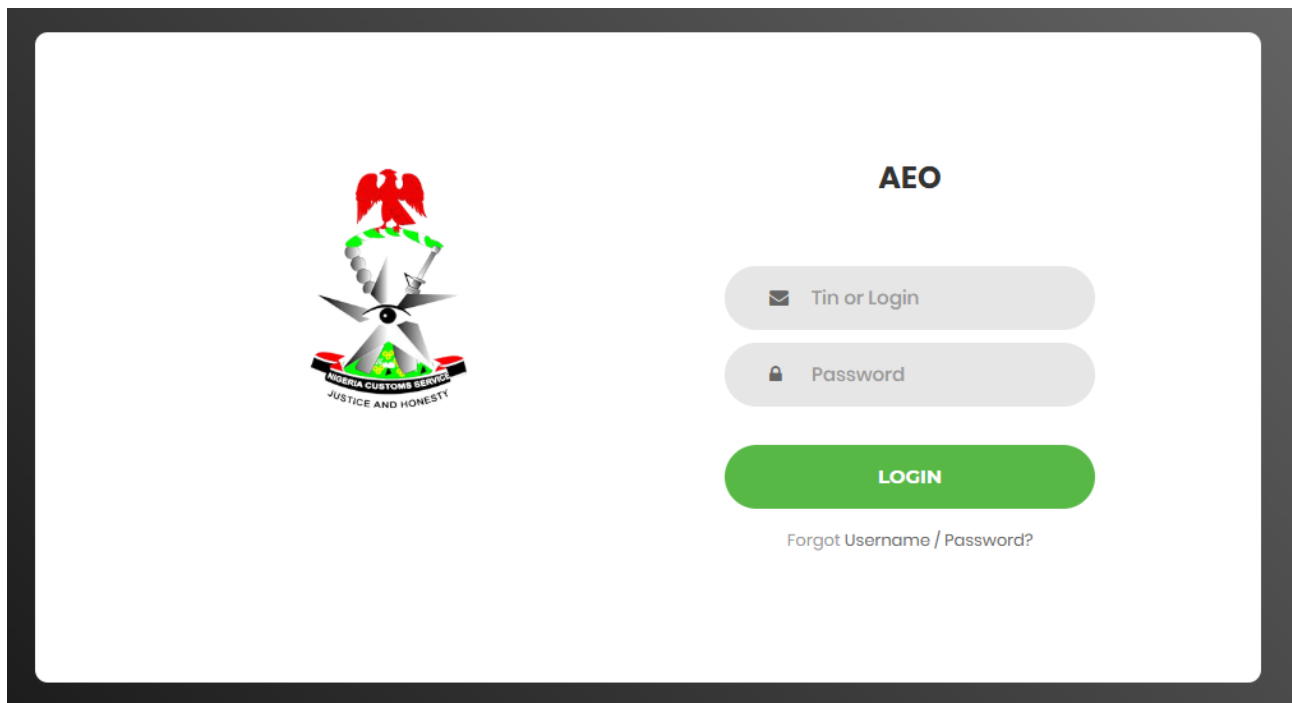
- **Option 1:** Fill out the intent form as indicated below. Note that user credentials will be sent to the email address associated with the applicant's TIN as registered with FIRS.
- **Option 2:** If the user does not have access to the email address associated with the registered TIN, they can click the "Apply Manually" button. In this case, the user must manually enter the company details and wait for a response from the technical team after the TIN is manually verified.



Step 3: Login to the Portal

- Use registered credentials to log in to the AEO portal.
- Access the AEO application form and input required details.

Log in to the portal

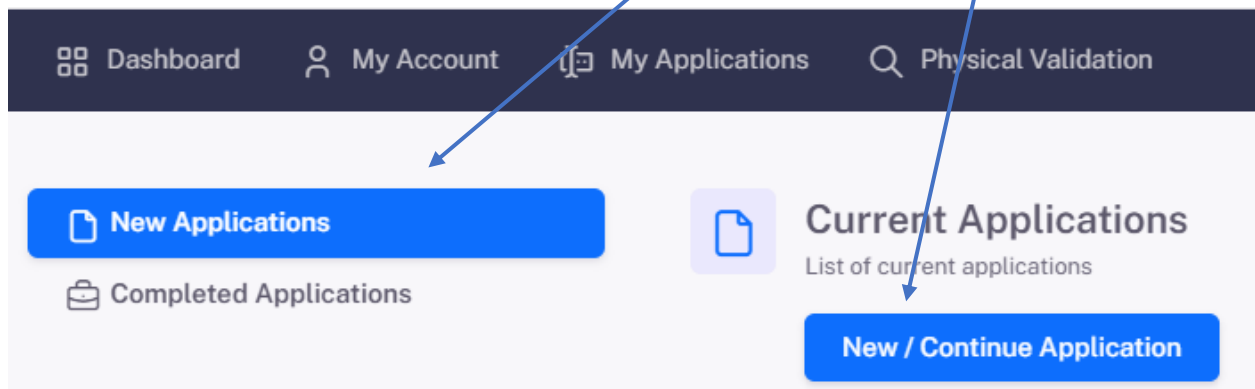


Accessing the application form

- on the menu bar, click “My Applications”



- From the side menu select and click “New Applications” the “New”



Step 4: Submit an application

- Complete the online application form with accurate business and compliance details.
- Provide information on:
 - Trade history
 - Security practices
 - Customs compliance records

Test Company

Application Type

Choose type of application

Document Upload

Basic Info

Basic information

Volume of Trade

Basic information

Information and Statistics

On Customs Matters

Customs

Compliance Record

Audit

Audit Trail

Accounting

Accounting & Logistical System

Internal Control System

Goods Flow

Flow of Goods

Customs Procedures

Crisis Management

Training and Simulation

Computer Systems

Protection

Click on and complete all the sections

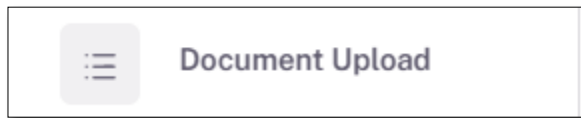
Note: Clicking "Next" will automatically save your previous submissions. You can exit and return to the form later to complete it.

Step 5: Upload Required Documents

- Attach all mandatory supporting documents, as listed in the blog section of the AEO portal.
- Ensure documents are complete and meet the prescribed format (all documents to be uploaded must be in PDF format and the file size must not exceed 10mb).

Uploading Documents

- Click Document Upload as indicated below



Type the “Title of the Document,” select the file from your device, and click the “Upload” button. The uploaded document will appear below the upload button. Repeat this process for all relevant documents you wish to upload. If you mistakenly upload a document, you can delete it using the “delete” button.

Documents Upload:

Document Type

Financial Report 2020, Financial Statement, etc

[View list of required documents](#)

Choose File No file chosen

Upload →

-sgd

🗑

-RM

🗑

← Previous

→ Next

Step 6: Submit Final Application

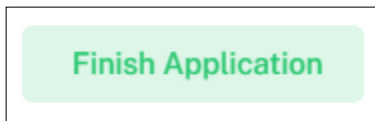
- Review all provided information and uploaded files.
- Submit the application for review by the NCS AEO team.

Final Submission

- To submit final, navigate to the last section of the form “Logistics Process”



- Click the “Finish Application” button. Please note that no further changes can be made after this action.



Post-Submission Process

Application Review & Initial Assessment

- The NCS will review the application and documents submitted.
- Applicants may be contacted for additional information, if necessary, via the registered email address.

Site Visit & Audit

- NCS officials may conduct an on-site verification to assess compliance with AEO standards.
- This includes reviewing security measures, record-keeping, and customs compliance history.

Final Decision & Certification

- If approved, the applicant will receive:
 - AEO Certificate
 - Unique AEO Number

- Digital Confirmation via the Portal

Unsuccessful applicants may receive feedback on necessary improvements and can reapply after participating in the compliance improvement program for at least two years to address the identified deficiencies.

