



NIGERIAN EXPORT PROMOTION COUNCIL

(A Federal Government Agency for the Promotion of Non-Oil Exports)

HEADQUARTERS

EDM/EEG/BASELINERATE/2013/V.3/169

16th May 2022

EXPORT EXPANSION GRANT (EGG) **SUBMISSION OF BASELINE DATA FOR 2021 AND 2022 EXPORT RATINGS**

This is to inform all Exporters interested in or those already registered for the Export Expansion Grant (EEG) Scheme, that in order to commence the processing of 2021 and 2022 export claims, the Council is hereby requesting for the submission of Baseline Data online in respect of 2021 and 2022 export. The submission which will commence from **23rd May 2022** and end on **3rd July 2022** should include the following:

- i. Completed Baseline forms 1A, 1B, 1C and their annexes. The forms can be assessed on **www.nepc.gov.ng**
- ii. Audited Financial Statements, which must include **Value Added Statements** for the respective base years.
- iii. Additional Notes (in conformity with the Audited Financial Statement and Baseline Forms) which should include the following:
 - a) Analysis of Turnover into Local and Export Sales
 - b) Analysis/Schedule of Total and Export Sales (₦) showing the conversion rates used.
 - c) Details of Addition to Fixed Assets during the Year.
 - d) Breakdown/ Analysis of Cost of Sales into local and Foreign Input (Raw materials and packaging).
- iv. Tax Clearance Certificates (TCC) and Export Expansion Plan (EEP), in line with the Revised Export Expansion Grant Scheme.
- v. Export Schedule for each year of application must be included in the submission.
- vi. Baseline application and all accompanying documents must be scanned and uploaded with the company's application. Kindly make the submissions through the online portal **www.eegportal.nepc.gov.ng** using the log-in credentials sent previously.

Export House

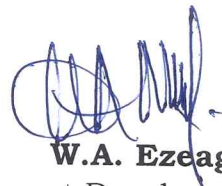
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Notes:

- a) Photocopies of Audited Financial Statements are not acceptable. All photocopies must be duly endorsed by the Company's Auditor, using the Auditor's seal.
 - b) Companies who are submitting baseline data for the first time should in addition to Audited Financial Statement of the base year, submit Audited Financial Statement for the two preceding years, if applicable.
 - c) Newly incorporated companies should submit Audited Statement of Affairs, current Management Account and Projected Statements for 2021 and 2022, as applicable.
 - d) Exporters are advised to strictly adhere to the EEG baseline data submission guidelines as attached herewith. Incomplete or illegible documents will not be accepted. Kindly note that the Nigerian Export Promotion Council will not accept responsibility for claims denied in respect of incomplete and illegible documents.
 - e) **Please be informed that the EEG scheme is currently undergoing a review. The outcome of this review may affect company ratings for the period under review.**
2. Please accept the assurances of the esteemed regard of the Executive Director/CEO.



W.A. Ezeagu

Director, Export Development & Incentives
For: Executive Director/CEO



TO: ALL EXPORTERS

16th May, 2022

TEMPLATES FOR PROVIDING ADDITIONAL NOTES/INFORMATION FOR EXPORT EXPANSION GRANT (EEG) RATINGS

In view of the call for submission of 2021 and 2022 baseline data for the determination of EEG Rates, all exporters are kindly reminded that it is **mandatory** to provide additional notes or information based on the following prescribed templates:

i) Analysis of TURNOVER into Local and Export Sales:

Sales by Geographical Distribution & Product Line – As applicable

Products:	A	B	C,etc	Total
Local Sales	xxxx	xxxx	xxxx	XXXXXX
Export Sales	xxxx	xxxx	xxxx	XXXXXX
Total	XXXX	XXXX	XXXX	XXXXXXXX

Note: Indicate products that do not qualify to enjoy EEG.

ii) Analysis/Schedule of Total Export Sales (N) showing the conversion rates used, e.g.:

S/N	NXP No.	Date Of Export (Date on Bill of Lading)	CCI No.	Date of Inspection	Amount (FOREX) \$	Exchan ge Rate	Amount (N)
1	011202101230001	dd/mm/yy	01235	dd/mm/yy	2,000.00	500	1,000,000.00
2	011202101230002	dd/mm/yy	01236	dd/mm/yy	3,000.00	500	1,500,000.00
TOTAL					5,000.00		2,500,000.00

In this case, the Total amount (N2,500,000.00) should be the data provided in Baseline form 1B.

iii) Details of additions to property, plant and equipment during the year.

The format below should be used for each of the assets (separately) acquired during the year as contained in property, Plant and Equipment Schedule provided in the Audited Financial Statement: e.g.

MOTOR VEHICLE

S/N	Description of Asset	Nos. (If identical and acquired same date)	Date of Purchase	Vendor	Amount (N)
1	Toyoto Lexus Jeep	3	dd/mm/yy	Elizade Motors	3,000,000.00
2	Toyoto Hilux Van	1	dd/mm/yy	ASD Motors	2,500,000.00
	TOTAL				5,500,000.00

BUILDINGS (same as above)

Note: All Totals must be traceable to the figures in the Fixed Asset Schedule of the Audited Financial Statement.

The total of all the additions during the year should be the amount stated as investment in the baseline form.

iv) Breakdown/Analysis of COST OF SALES into Local Input and Foreign Input (Raw materials and packaging)

The cost of sales in the TRADING or MANUFACTURING ACCOUNT of the Audited Financial Statement should be analyzed as below:

Note: Detailed breakdown of Local Input Purchases and Foreign Input Purchases should be provided separately. Other details such as vendor, place of purchase, forex value (foreign input), conversion rate (foreign input), Naira value, e.t.c should be included.

Please note that all exporters applying for the Export Expansion Grant (EEG) Scheme are advised to **adhere strictly** to the provisions of the International Financial Reporting Standards, the Companies and Allied Matters Act, 2004 and the Financial Reporting Council of Nigeria Act No. 6, 2011.



W.A. Ezeagu

Director, Export Development & Incentives
For: Executive Director/CEO