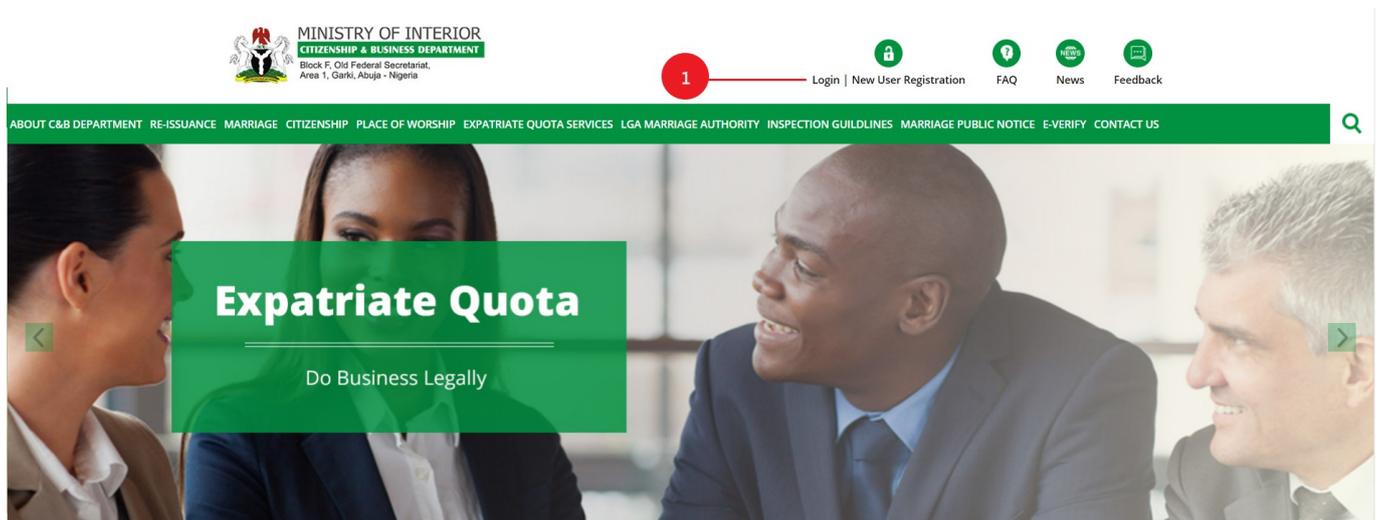
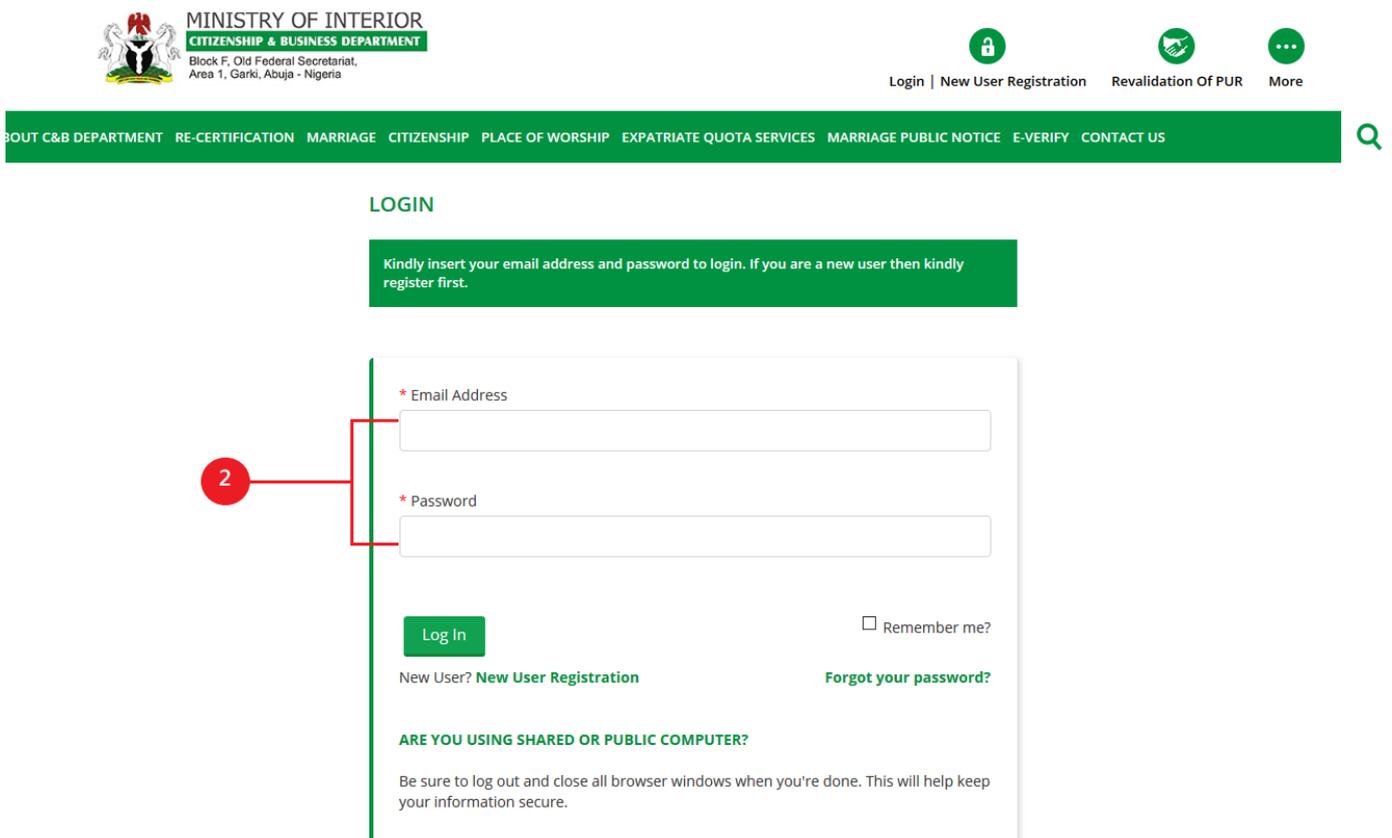


USER GUIDE ON HOW TO SUBMIT EXPATRIATE QUOTA MONTHLY RETURNS

1. Access ecitibiz.interior.gov.ng and click **Login** at the top right corner of the home page.



2. Enter your company account login details and click on the **Login** button.



3. Once you are logged into your account, hover over **EXPATRIATE QUOTA** on the navigation bar and click on **Submit Expatriate Quota Returns** from the list of options.



MY APPLI

Show 10

APPLICA

- EQ-ES1
- BP90
- EQ-ES1

Showing 1 to 3

EXPATRIATE QUOTA SERVICES

- Overview
- Requirements
- Fees Details
- End User Manual
- Company Details
- Apply For Project Tagged Quota
- Apply For Additional Expatriate Quota
- Apply For Renewal Of Expatriate Quota
- Apply For Upgrade To PUR
- Apply For Detagging
- Apply For Restoration Of Lapsed EQ Positions
- Apply For Resignation Of EQP
- Apply For Resignation Of PUR Slot
- Apply For Appeal Processing
- Apply For Amendment Of Business Permit
- Relinquishment
- Apply For Stay Of Action

COMPANY EXPATRIATE

- Expatriates List
- Deleted Expatriates List
- PUR Expatriates List
- Submit Expatriate Quota Returns
- Log Of Expatriate Quota Returns

3 Search:

DATE	CURRENT STATUS	ACTION
04/2020	APPROVED AND FORWARD	VIEW
10/2019	APPROVED AND FORWARD	VIEW
10/2019	OPEN	VIEW

1

4. On the **Expatriate Quota Returns** page, click and select the **Year**, **Month**, and **Quota Position** and the system will fill all other fields' details automatically.

Expatriate Quota Returns

* SELECT YEAR * SELECT MONTH

* SELECT QUOTA POSITION SLOTS

APPROVAL NUMBER DATE OF APPROVAL

STATE OF DEPLOYMENT

4

5. Under the Unutilized/Vacant Slot Section, click on the **USE UNUTILIZED SLOT** button.

Expatriate Quota Returns

* SELECT YEAR * SELECT MONTH

* SELECT QUOTA POSITION SLOTS

APPROVAL NUMBER DATE OF APPROVAL

STATE OF DEPLOYMENT

UNUTILIZED / VACANT SLOT SECTION 3 [USE UNUTILIZED SLOT](#)

5

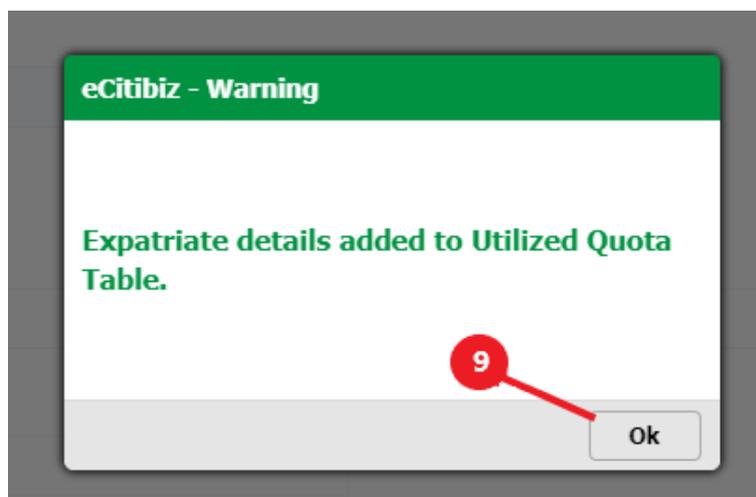
- On the form displayed, enter the **Details of the Expatriate** utilizing the position and the details of the two **understudies**.
- If you want to add more understudies, click on the **Add Another Understudy** button.
- Click on the **Add to List** button to add the details of the expatriate to the **UTILIZED QUOTA TABLE**.

The screenshot shows a web form titled "Details Of Expatriate To Occupy Position". The form is divided into several sections:

- Expatriate Details:** Includes fields for * CERPAC NUMBER, * NAME, * COUNTRY OF ORIGIN (dropdown), * PASSPORT NUMBER, * AGE (dropdown), * GENDER (radio buttons for FEMALE and MALE), and * UPLOAD TAX CLEARANCE DOCUMENT (with an Upload button).
- Understudy Details 1:** Includes fields for * NAME, * PHONE NUMBER (with a country code dropdown set to +234), * EMAIL ADDRESS, * NIN NUMBER, * AGE (dropdown), * GENDER (radio buttons for FEMALE and MALE), and * UPLOAD COPY OF NIN ID CARD / SLIP (with an Upload button).
- Understudy Details 2:** Includes fields for * NAME, * PHONE NUMBER (with a country code dropdown set to +234), * EMAIL ADDRESS, * NIN NUMBER, * AGE (dropdown), * GENDER (radio buttons for FEMALE and MALE), and * UPLOAD COPY OF NIN ID CARD / SLIP (with an Upload button).

At the bottom of the form, there are three buttons: "Add Another Understudy" (with callout 7), "Add To List" (with callout 8), and "Close".

- Click on the **OK** button to proceed.



10. Repeat the same process in **no. 6, 7, and 8** to add more expatriate details that are utilizing the selected position.
11. On the **UTILIZED QUOTA TABLE**:
 - a. Click on the **Remove** button to delete the expatriate details from the table.
 - b. Click on the **Update** button to edit the details of the expatriate and the understudies already entered.
12. Once you have finished entering all the utilized slots (details of the expatriates /understudies) for the selected position, under the **UTILIZED QUOTA TABLE** click on the **Next Position** button to move the utilized slot(s) to the **QUOTA RETURNS SUMMARY TABLE**.

UTILIZED QUOTA TABLE

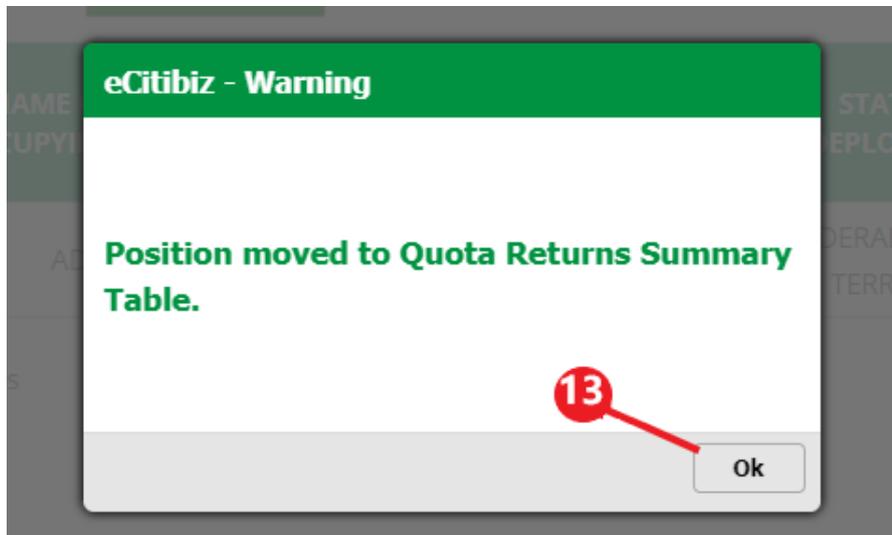
Show entries Export To Excel Search:

TITLE OF QUOTA POSITION	NAME OF EXPATRIATE OCCUPYING THE POSITION	CERPAC NUMBER	DATE OF ISSUE	STATE OF DEPLOYMENT	COUNTRY OF ORIGIN	ACTION
Engineer	VAN VIKE	8468	FEBRUARY-2020	LAGOS	BRAZIL	REMOVE UPDATE

Showing 1 to 1 of 1 entries

Next Position 1

13. Click on the **OK** button to proceed.



14. For companies with more than one Quota Position, scroll back to the top of the form and select another **Quota Position** (the system will fill all other fields' details automatically).
 - a. Repeat the same process in **no. 6, 7, and 8** to fill in new expatriate and understudy details that are utilizing the position.
 - b. Once you have finished entering all the utilized slots (details of the expatriates /understudies) for the selected position, under the **UTILIZED QUOTA TABLE** click on the **Next Position** button to move the utilized slot(s) to the **QUOTA RETURNS SUMMARY TABLE**.
 - c. Click on the **OK** button to proceed.
 - d. Repeat the same process in **no. 14** to enter the details of the expatriate utilizing the quota positions.

Expatriate Quota Returns

* SELECT YEAR

2023

* SELECT MONTH

April

* SELECT QUOTA POSITION

14

Select

Select

GENERAL MANAGER

TECHNICAL MANAGERS

Technical Director

Select

SLOTS

DATE OF APPROVAL

15. On the **QUOTA RETURNS SUMMARY TABLE**:

- The **Edit** button is used to edit the details of the expatriates and the understudies (**note:** by clicking this button all the details of the utilized slot(s) entered will be moved back to the **UTILIZED QUOTA TABLE** for you to update the details).
- The **Remove** button is used to delete the utilized quota position from the table (**note:** by clicking this button all the expatriate and understudy details entered will be deleted and the position will be marked as unutilized).
- Once you are done filling out all the utilized quota positions for the selected month, under the **Quota Returns Summary Table** click on the **Submit** button to submit the monthly returns for the utilized month(s).

16. Repeat the same process to submit for other months.

QUOTA RETURNS SUMMARY TABLE

Show 10

entries

Export To Excel

Search:

TITLE OF QUOTA POSITION	APPROVAL NUMBER	DATE OF ISSUE	TOTAL APPROVED SLOTS	TOTAL UTILIZED SLOTS	TOTAL UNUTILIZED SLOTS	ACTION
Engineer	MOB/TEST	APRIL - 2023	3	1	2	EDIT REMOVE
GENERAL MANAGER	MOB/TEST	APRIL - 2023	1	1	0	EDIT REMOVE

Showing 1 to 2 of 2 entries

1

Total Slots Approved 4

Total UnUtilized Slots 1

Total Utilized Slots 2

16

Submit

Cancel

The End.