



NIGERIA SANCTIONS COMMITTEE

GUIDELINES ON APPLICATION FOR UNFREEZING OF FUNDS WHERE FROZEN IN ERROR

Part I: Submission of Unfreezing Applications

An applicant (an individual, group, undertaking, and/or entity or their legal representative or estate) seeking to submit application for unfreezing of funds, assets or any other economic resources can do so directly to the Chairman of the Nigeria Sanctions Committee through the Secretariat.

Format and Transmission of Application

The application should be deposited in an affidavit which should include all the necessary information as described in the **Content** section below and supported relevant documents. While it is preferable for the application to be submitted in English Language or any of the major three languages (Igbo, Yoruba or Hausa).

You may transmit your application by any means which affords a record in writing – post, or e-mail. For applications submitted by post, in case clarification or follow up is required, it would facilitate the process if you include a return e-mail address or a phone number through which you can be contacted. You may send your application to the following addresses:

The Chairman,

Nigeria Sanctions Committee

Secretariat of the Nigeria Sanctions Committee

c/o Nigeria Financial Intelligence Unit

Block 3, No. 1, Monrovia Street, Off Aminu Kano Crescent

Wuse II, Abuja

Tel: +2349097303256

E-mail: info@nfiu.gov.ng

Content

Your application for unfreezing should make reference to the frozen funds. Please include the following information:

1) Identification Information for the Applicant.

If you are an individual, please provide:

- a. your full name including any middle names or initials, parents' and grandparents' names as may be applicable, as well as any other names or pseudonyms that you use;
- b. your date and place of birth;
- c. your nationality - if more than one please, provide all;
- d. if resident in Nigeria, your state of current residence; if resident outside Nigeria, your Country of current resident;
- e. copy of means of identifications (National Identification Card, Voters Card, Drivers Licence or any other valid means of identifications)
- f. any other information which may help to clarify any issues of identity.

If you act on behalf of an entity, please provide:

- a. full name of the entity including any alternative names used;
- b. if applicable, place and date of incorporation/registration;
- c. Places(s) of current operation(s);
- d. any other information which may help to clarify any issues of identity; and
- e. an explanation of what capacity you are acting on behalf of the entity in.

2) A statement of the Reasons/ Justification for Unfreezing.

This section should be as detailed as possible. Please explain why you believe the freezing action was done in error. In particular, you should contest the existence of your name in either the Nigeria Sanctions List or the United Nations Consolidated List;

3) Where available, copies of any documents or other supporting or explanatory material.

4) Where the application is being made by a person acting on your behalf, a document signed by you, authorizing the person to act on your behalf.

Once your application has been received, the Secretariat will acknowledge receipt. If more information is required from you at this stage, the Secretariat will contact you. Otherwise, the Secretariat will proceed on the basis of your written application and inform you personally of the next steps. If you would want to know more about the general procedure, you may read the relevant section on this website.

Part II: Nigeria Sanctions Committee Secretariat – Procedure for Receiving and Processing Applications for unfreezing

The Nigeria Sanctions Committee shall carry out the following tasks upon receipt of unfreezing application submitted by, or on behalf of, an individual, group, undertaking or entity or by the legal representative or estate of such individual, group, undertaking or entity (“the applicant”):

1. The information gathering period shall be concluded within a period of five days upon receipt of unfreezing application. Within this period, the Secretariat shall:

- a. Acknowledge to the applicant the receipt of the unfreezing application and notify the Chairman of the existence of unfreezing application;
- b. Inform the applicant of the general procedure for processing unfreezing applications as published in the website;
- c. Answer specific questions from the applicant about Committee procedures;
- d. Inform the applicant in case the application fails or is granted;
- e. Verify if the application is a new application or a repeated application and, if it is a repeated application to the Secretariat and it does not contain relevant additional information, return it to the applicant, with an appropriate explanation, for his or her consideration.

2. For unfreezing application not returned to the applicant, the Secretariat shall, after notifying the Chairman, forward the unfreezing application to the members of the Committee.

The Secretariat shall ask the members of the Committee and the person or entity in possession of the frozen funds, assets or any other economic resources to provide, within 5 days, any appropriate additional information relevant to the determination of the unfreezing application. The Secretariat may further consult with the members of the Committee to determine:

- a. The opinion of members on whether the funds, assets or any other economic resources are frozen in error or not; and
- b. Information, questions or applications for clarifications that the Committee members would like to be communicated to the applicant regarding the unfreezing application, including any information or steps that might be taken by the applicant to clarify the unfreezing application.

(3) Where the Nigeria Sanctions Committee has determined and verified that the funds or other economic resources are frozen in error, it shall direct the person or entity in custody of the funds frozen to unfreeze immediately and report same to the Committee.

(4) The Nigeria Sanctions Committee shall inform the applicant and the relevant authorities of any decision taken on the application in writing.

(5) The Nigeria Sanctions Committee shall determine the application not later than 15 working days from the date of receipt of the application.