



MINISTRY OF INTERIOR

CITIZENSHIP & BUSINESS DEPARTMENT

Block F, Old Federal Secretariat, PMB 7007 Area 1, Garki, Abuja-Nigeria.

IMPORTANT PUBLIC NOTICE

A. UPDATED GUIDELINES ON THE ADMINISTRATION OF EXPATRIATE QUOTA AND OTHER BUSINESS INSTRUMENTS

The General Public, Companies, Organizations and the Stakeholders are hereby informed that the New Guidelines on the Administration of Expatriate Quota has been approved by the Honourable Minister of Interior.

2. Accordingly, all Stakeholders are hereby requested to visit the Ministry's website www.ecitbiz.interior.gov.ng for details about the current guidelines. All users of Expatriate Quotas and other Business instruments are enjoined to adhere to this amended guideline forthwith.

B. APPRAISAL OF EXPATRIATE QUOTA POSITIONS ON PERMANENT UNTIL REVIEWED (PUR) STATUS

This is to inform all Companies and Organizations granted Expatriate Quota Positions (EQPs) on "Permanent Until Reviewed" (PUR) Status that approval has been granted by the Honourable Minister of Interior for an examination of all PUR instruments issued since the establishment of the Ministry and from the inception of this facility.

2. This exercise would assist the Ministry to determine the length of time each PUR instrument has been held, while simultaneously providing an opportunity for the Ministry to ascertain the extent of the utilization of the facility by respective organizations. It would further facilitate the assessment of the continued eligibility of holders and reposition the management of this instrument for greater efficiency and effectiveness.

3. Arising from the foregoing, all Companies and Organizations that have ever been granted PUR facilities by the Ministry of Interior are requested to submit clear copies of their letters of approval to the:

Office of the Deputy Director, (E,I&I),
Citizenship and Business Department,
Ground Floor, Room 110,
Ministry of Interior,
Federal Secretariat,
Area 1, Abuja

The submission of copies of letters granting this instrument shall begin on the **24th day of January, 2022** and ends on the **28th day of February, 2022**.

4. Accordingly, concerned companies are to note that all Expatriate Quota Positions on **Permanent Until Reviewed (PUR) status that are not submitted before the deadline specified above would be deemed to have lapsed and would be cancelled.**

C. MANDATORY SUBMISSION OF MONTHLY RETURNS

All users of services provided by the Citizenship and Business Department of the Ministry of Interior are to henceforth submit **Monthly Returns** on the utilization of all approved Expatriate Quota Positions issued by the Ministry to their respective organizations online via www.ecitbiz.interior.gov.ng

2. All organizations granted expatriate Quota Positions must ensure that their Expatriates and Nigerian Understudies obtain National Identification Number (NIN), which must be reflected in the Monthly Returns henceforth.

3. Online submission is **mandatory** as manual submission has been cancelled forthwith and shall no longer be accepted in accordance with the approved Guidelines on the Administration of Expatriate Quota.

4. This directive takes effect from **Monday, 24th January 2022**.

D. UPDATE OF DETAILS OF COMPANY REPRESENTATIVES

With Effect from **24th day of January 2022**, all users of facilities granted by the Citizenship and Business Department of the Ministry of Interior must update their contact details by taking the following steps:

a. Forward a formal letter introducing their representatives (whether Full-time employee or Consultant) to:

The Office of the Director,
Citizenship and Business Department,
Ground Floor, Room 123,
Ministry of Interior,
Federal Secretariat,
Area 1, Abuja.

b. The letters from the organizations must contain the following details:

- i. Full name of the authorized representative,
- ii. Position held in the company,
- iii. Official e-mail address,
- iv. Official Phone numbers,
- v. Alternative Cell phone numbers,
- vi. Full mailing address for courier services,
- vii. Two (2) copies of recent passport photograph of the representative.
- viii. Photocopy of official Identity Card of representative.

Signed
Dr. Shuaib Belgore
Permanent Secretary.