

MINISTRY OF  
ECONOMIC



FINANCE  
PLANNING AND BUDGET.

AKURE, ONDO STATE OF NIGERIA  
STATE FINANCE DEPARTMENT

Your Ref. No.....  
All communications should be addressed  
to the Honourable Commissioner quoting

Our Ref. No. FON/SA.6/Vol.II/164

-TK  
17 April, 2002

CIRCULAR LETTER TO:

His Excellency, the Deputy Governor,  
The Honourable Speaker, Ondo State House of Assembly,  
The Honourable Chief Judge of Ondo State,  
All State Commissioners,  
The Secretary to the State Government,  
The Head of Service,  
Chief of Staff,  
Special Advisers,  
Chairmen of Boards, Corporations & Commissions,  
All Permanent Secretaries,  
Auditor-General of Ondo State  
Accountant-General of Ondo State,  
General Managers and Chief Executives of Parastatals,  
Head of Extra-Ministerial Departments and Agencies,

RE: CBN REQUIREMENTS FOR FOREIGN EXCHANGE TRANSACTION  
BY PUBLIC OFFICIALS AND INSTITUTIONS

This office has observed with dismay that some public officers, Government institutions and political office holders while travelling abroad for official assignment were sourcing their foreign exchange requirement through the parallel/black market. This practice to say the least is very unhealthy for the system and contrary to the provision of my circular No. FON/SA.6/Vol.II/146 dated 22nd August, 2001. In addition, proper record of our Foreign Exchange utilisation with the Central Bank of Nigeria will not be available for proper planning.

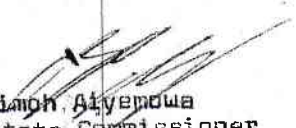
2. It has therefore become expedient to remind all Government officials/

establishments that applications for foreign exchange should therefore be processed through the State Finance Division of this Ministry.

The following documents should be attached to such application:

- (a) Original copy of approval to undertake the trip,
- (b) A certified bank draft or a CBN cheque to cover the naira value of the estacode allowance plus a commission of 1%,
- (c) Valid International Passport or travel document of beneficiary (for sighting),
- (d) A set of Form "A" completed in triplicate duly signed and approved by the relevant authorised officer(s),
- (e) Particulars of beneficiary such as:
  - (i) Name
  - (ii) Post
  - (iii) Purpose of trip
  - (iv) Salary Grade Level
  - (v) Salary per annum
  - (vi) Rate of estacode per day
  - (vii) Period of overseas trip
  - (viii) Additional forex request e.g for tuition, extra luggage and others.

3. All Heads of Department are kindly requested to give the contents of this circular letter the widest publicity and to ensure strict compliance. Cases of doubt should be referred to this Ministry for clarifications.

  
for: Hon. State Commissioner  
Ministry of Finance

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