



Handbook of
The Government Coastal Agency
Nigeria

Third Edition

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MINISTRY OF INFORMATION, PRINTING DIVISION LAGOS

Third Edition

**HANDBOOK OF
THE GOVERNMENT COASTAL AGENCY, NIGERIA**

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The Coastal Agent handles at the ports of Lagos, Port Harcourt and Sapele the stores imported by Government departments, Native Administrations and certain quasi-government bodies, clearing at Customs and despatching the cargo by road or rail to destination ; the outward shipment from Nigeria of goods sent abroad for repair or other purposes ; the intermediate despatch of stores between the ports of Nigeria ; the clearance of packages arriving at Lagos airport ; the inwards and outwards despatch of the unaccompanied loads of Government officers ; the booking of Government air and sea passages ; meeting officers and their families arriving by ship and aircraft and the handling of their baggage ; reservation of hotel and rest-house accommodation in the Lagos area for Government officers ; the arranging of itineraries as required ; making advances of salary to officers travelling to the Regions ; rendering similar passenger services to Government scholars, including payment of landing and leave allowances at the request of the appropriate departments.

It is hoped that the notes contained in this Handbook will prove of use to indenting officers, storekeepers and others concerned with the activities of the Department. Compliance with the suggestions set out herein will greatly facilitate the service the Coastal Agent wishes to render to his principals.

The department's telephone numbers are as follows :—

		<i>Office</i>	<i>Residence</i>
HEAD OFFICE, Coastal Agent	Jetty Road, Apapa	55821 PBX	
		55271	24297
Freight Deliveries,	Apapa Wharf	55145	
		55118	
Passages Branch,	Lagos Wharf	23534	
	c/o Secretariat Lagos	20848	55500
		20212	
Port Harcourt Branch,	Assistant Coastal Agent	753	751
		754	
Sapele Branch,	Officer <i>i/c</i>	29	

TELEGRAPHIC ADDRESSES :

COASTAGENT APAPA—(for all branches other than Passages)

PASSAGES LAGOS

COASTAGENT PHARCOURT

Apapa/Lagos
January 1966.

J. D. N. OFILI,
Government Coastal Agent

I.—INDENTING AND ORDERING

1. Attention of indenting officers, storekeepers and others concerned with the ordering of stores is drawn to the Crown Agents' NOTES on the Preparation of Indents, etc. The correct preparation of Indents not only ensures the early and accurate supply of the required commodities, but also their delivery in Nigeria without delay.

2. Copies of the Crown Agents' NOTES may be obtained either by direct application to the Crown Agents, London or from the Government Coastal Agent, Apapa.

3. An important point is to ensure that separate Indents are prepared for materials required to be delivered to different addresses, which should thus have different marks on the outside of cases. Failing separate Indents, Crown Agents or other suppliers should be instructed that the stores are to be packed separately and marked on the outside of the packages for delivery to the different stations. The Coastal Agent must move cargo from the wharves in the minimum of time to avoid penal rents levied by the Ports Authority and Customs, and thus cannot undertake except in cases of emergency to re-route packages already marked for delivery to one particular destination. Attempts at re-routing involve the strong possibility of confusion and delay. Rents incurred at the Ports through such delay will be debited to the responsible department.

4. When indenting for large quantities of loose bars or structural work required for separate projects or addresses, it is advisable to ask Crown Agents to ship separate lots by different vessels to avoid confusion at the port in Nigeria. Colour marking and labelling are often inadequate or missing when loose materials of this nature arrive on the quays here.

II.—SHIPPING MARKS

5. Shipping marks to be shown on indents should be as brief as possible, yet not so abbreviated as to cause difficulty in identifying packages. The mark should contain the name of the department, either actual or a code name, followed by the town if goods are destined for up-country, then the symbol :—

c/o G.C.A.	c/o G.C.A.	or	c/o G.C.A.
LAGOS (APAPA)	PT. HARCOURT		SAPELE

Examples are given :—

PRINTER	SURVEYS
c/o G.C.A.	IBADAN
LAGOS (APAPA)	c/o G.C.A.
Red corners.	LAGOS (APAPA)
	Red corners.
SCRIBES	PRINTER
ZARIA	ENUGU
c/o G.C.A.	c/o G.C.A.
LAGOS (APAPA)	PT. HARCOURT
Red corners.	Red corners.

6. Instructions should be given in the indent that packages are to be marked with a splash of red paint at all corners. This "red corner" colour marking which is exclusive to cargo intended for the Government Coastal Agent, assists in the quick identification of stores at the ports and railhead.

7. Officers are urged to use the port LAGOS (*APAPA*) in the shipping mark shown in indents on Crown Agents or orders on contractors abroad, even in the case of stores required in Lagos.

8. The limited quay and shed space available on the Lagos side of the Port, apart from the congested approaches, renders the identification and subsequent movement of cargo very difficult as compared with Apapa, and is productive of delay. There is of course no rail connection at the Lagos quays for direct loading of stores for up-country destinations.

III.—SHIPPING INSTRUCTIONS

9. Crown Agents or other suppliers of stores should be advised to consign them to the Government Coastal Agent, Apapa, Assistant Coastal Agent, Port Harcourt or the Officer in-Charge of Sapele as the case may be, and to forward Bills of Lading, invoices and all details of the shipment to the Coastal Agent who will take delivery of the goods after clearing at Customs, etc.

10. The Crown Agents furnish the Coastal Agent with a Preliminary Shipping Advice, which is a copy of their shipping instructions to the suppliers, when the stores are ready. This advice enables the Coastal Agent to anticipate the cargo arriving by any particular vessel and to be ready to handle it as soon as it is discharged.

11. The Crown Agents also furnish indenting officers with a Progress Copy of the invoice for the stores which is made out by the supplier at the time the goods are sent forward for shipment. Thus the indenting officer is advised of the stores expected by any particular vessel.

12. When stores are ordered from suppliers other than Crown Agents it is advisable for indenting officers when ordering to instruct the contractor to forward by air mail an advice of intended shipment giving details of the vessel, the packages and their value to the Coastal Agent who will use this information in the same way as the Crown Agents' Preliminary Shipping Advice.

IV.—CLEARANCE OF GOODS IMPORTED THROUGH THE POST

13. The Coastal Agent cannot import stores through the post, since the duty on such imports is payable at the Post Office at which delivery of the goods is taken. It is necessary for each Head of Department to pay the sum due by way of such duty when collecting the goods.

14. Indents on Crown Agents should therefore show as the post address, the Department or the stores branch at which final delivery is to be taken, and *not* care of the Coastal Agent.

V.—IMPORTATION OF RESTRICTED GOODS

15. Licences for goods imported under the Second Schedule of Order in Council No. 52 of 1950 entitled The Customs (Prohibition, Regulation and Restriction of Imports) Order, should be sent to the Coastal Agent before the arrival of the goods in order to avoid delay in clearing and forwarding. Rent charges incurred as a result of delay in receipt of licences by the Coastal Agent will be debited to the indenting department.

VI.—CLAIMS FOR GOODS SHORT DELIVERED OR DAMAGED

16. The Crown Agents' Memorandum on the above subject should be carefully noted by officers responsible for the purchase of stores; a limited number of copies are available from the Government Coastal Agent upon application, or of course direct from the Crown Agents.

17. It must be emphasised that claims for shortage or damage must be lodged without delay; otherwise it may be impossible successfully to pursue to a satisfactory result.

18. The Coastal Agent acting on behalf of his principal initiates claims action against the Shipping Company's Agents and Nigerian Ports Authority, and action is continued until a satisfactory answer is received, or until acceptable grounds for repudiation are received from those concerned. Copies of all correspondence is sent to the ultimate consignee, copied to the Crown Agents. The indenting officer may then pursue claims action direct with the Crown Agents. A model form of claim is printed at the end of the Crown Agents' Memorandum on claims for goods short delivered or damaged.

19. If the value of the stores being imported and suspected to be damaged exceeds £50, the Coastal Agent arranges for a Lloyds Survey to be held before delivery is taken from the ship's Agents or the Ports Authority: the original of this report is sent to the ultimate consignee to support his claim against Insurance. For stores of less than £50 value the Government Coastal Agent will obtain a Discrepancy Certificate or other document which will give sufficient information to assist the ultimate consignee in the pursuance of claims action.

20. Consignees are advised to examine carefully all stores received from carriers and to give notice of claim at the receiving station prior to taking delivery. Copies of correspondence should be sent to the Government Coastal Agent and Crown Agents for information.

21. It is essential that notification of claims action is given prior to delivery or acceptance of the stores, as most carriers will insist that they are not responsible for goods that have been removed from their custody.

22. It is of interest to note that instances of damage and suspected loss at the Ports of Lagos and Port Harcourt are few and far between.

VII.—SHIPMENT OF UNACCOMPANIED BAGGAGE

23. Government officers' unaccompanied baggage is cleared by the Coastal Agent in the port of Lagos and despatched to destination in Nigeria or to consignee abroad. Similar rules operate at Port Harcourt and Sapele with appropriate amendments.

24. In order that the operation may be carried out successfully, certain procedures must be observed by officers desiring their baggage to be dealt with. Failure to comply fully and expeditiously with the instructions set out below will involve delay in clearance in the port and the likelihood of demands for rent by Customs and the Ports Authority.

25. Customs duty on imported unaccompanied baggage up to £25 may be paid by the Government Coastal Agent and treated as an advance of salary to the officer concerned, for deduction by the appropriate Treasury from salary. Where more than £25 is paid by the Coastal Agent in respect of duty, the dutiable baggage will be retained at the Coastal Agency pending receipt of the amount from the officer who will be telegraphed for payment.

VIII.—IMPORTATION OF BAGGAGE INTO NIGERIA

26. When arranging for shipment of unaccompanied baggage to Nigeria the officer must instruct his forwarding agent to consign the baggage to the Government Coastal Agent, Apapa, Port Harcourt or Sapele (according to destination) to whom must be sent :—

- (a) the shipping documents, *i.e.*, bill of lading or other receipt issued by the shipping company ;
- (b) a list of the contents of each package ;
- (c) keys, if any, of the cases or trunks—by registered air mail

27. The officer must obtain Customs form No. 48 (Unaccompanied Baggage Declaration) from the shipping company, Crown Agents, or Customs Officer at point of entry into

Nigeria. This form should be completed, stamped by Customs as evidence of arrival in Nigeria and forwarded to the Government Coastal Agent, Apapa, by the quickest means together with a letter of authority to open the baggage if required by Customs. Where an officer's baggage precedes him to Nigeria he should prepare form No. 48 personally and forward it by airmail to the Government Coastal Agent, Apapa, supported by a certificate from the Crown Agents that a passage has been booked for him to Nigeria. The officer should also notify the Coastal Agent of the full address in Nigeria to which the baggage is to be despatched.

28. It is emphasised that baggage should be marked for delivery by the ship to Lagos (*APAPA*).

IX.—EXPORTATION OF BAGGAGE FROM NIGERIA

29. (a) Baggage must be marked in large clear letters with the name of the officer and consigned to the Government Coastal Agent at the LAGOS TERMINUS (IDDO) if sent by rail. The number of the waybill and date of despatch should be telegraphed to "COASTAGENT APAPA" and the waybill forwarded to the Coastal Agent at Apapa by the quickest means. If baggage is sent by road it should be delivered to the Baggage Officer of the Government Coastal Agency at Apapa.

(b) A statement should be forwarded to the Coastal Agent showing the number and type of packages, their measurements and weight and a list of contents of each package. Insurance will be arranged if desired, in which case the value for which cover is required should be stated.

(c) Keys should be forwarded to the Government Coastal Agent by registered post for opening of cases if required by Customs.

(d) A deposit of £3 per package of about the size (*i.e.*, 6 cubic feet) of an average uniform case will be required to cover ocean freight and port handling charges from Nigeria outwards, unless the shipment of the baggage is covered by Government warrant.

(e) A clearing agent at the port of destination to whom the baggage is to be consigned must be appointed by the officer and his name and address notified to the Government Coastal Agent for the onwards despatch of shipping documents and keys. The Government Coastal Agent is prepared to appoint such an Agent if so requested.

30. *Retired officers' effects* will be handled as in paragraph 29 and the Coastal Agent must be advised by the officer's Head of Department the extent to which their transport is covered by Government warrant. The balance of freight will be recoverable from the officer before the loads are shipped.

31. *Deceased officers' effects* being shipped out of Nigeria will be dealt with in a similar manner in accordance with instructions received from the Administrator-General.

32. *Unaccompanied cars*.—In view of difficulties likely to arise in connection with pilferage of accessories, damage while being driven, insurance, etc., the handling of officers' cars by the Coastal Agent cannot be undertaken except where the vehicle is being moved by Government.

X.—EXPORTS FROM NIGERIA

33. Departments wishing to despatch abroad items for repair or for other purposes should see they are carefully packed to withstand the possibility of rough handling *en route* and mark the packages clearly with the name and address of the ultimate destination.

34. The packages should be delivered to the Government Coastal Agent at Apapa or consigned to the Coastal Agent at the Lagos Terminus (Iddo) if sent by rail. The number of the waybill and date of despatch should be telegraphed to "Coastagent Apapa" and the waybill forwarded to the Coastal Agent at Apapa by the quickest means, together with a letter giving full instructions as to disposal of the packages, their value and details of the contents.

35. Goods which are the subject of indents on Crown Agents (*e.g.*, samples) or for repair through correspondence with Crown Agents will be consigned to them to handle in the United Kingdom. Other goods will be consigned to the addressee to whom will be sent the Bills of Lading and advices.

36. The Coastal Agent also despatches by sea route stores for other Government Departments in Nigeria. Such despatches are dealt with in the same manner as those mentioned above.

XI.—PASSAGES

37. The Passages Branch of the Government Coastal Agency is accommodated in the compound of the Secretariat, Marina, Lagos, under the control of an Assistant Coastal Agent. This Branch was, prior to 1st October, 1954, a part of the Chief Secretary's Office since which date it has been incorporated into the Government Coastal Agency. The order of priority for Northbound mailboat berths from the Government allocation is governed by the rules agreed between the Federal and Regional Governments and the Association of Senior Civil Servants of the Federation of Nigeria. Eight weeks before the sailing date of each mailboat the booking list is closed and applicants are advised as to whether or not it has been possible to provide berths for them.

38. Passages by cargo boat are available from time to time, but because of the uncertainty of sailing dates no specific offers of berths are made by the Shipping Companies. The vessels are just as likely to sail before as after the advertised date of departure. The names of officers requesting cargo boat bookings are passed to the Shipping Companies, giving the approximate date when it is desired to leave Nigeria.

39. Applications for sea and air passages should be submitted in accordance with G.O. 16221 except that the Passages Officer, Kano, now books only officers of the Northern Regional Government.

40. Vessels arriving at Apapa and Lagos are met and Government passengers and their baggage conveyed to Rest House or hotel where such accommodation has been previously requested by the officer or his Department and the officer, his family and loads, put on rail where necessary.

XII.—SALARY ADVANCES

41. A facility is provided by the Coastal Agent by which advances of salary may be granted to officers on arrival in Nigeria. This service is intended for officers proceeding up-country who may need additional money to pay their subsistence during a period of stay in Lagos, expenses *en route* and the cost of stores that may be required, as well as Customs duty. Officers of certain quasi-government bodies are also eligible for such advances where those bodies have made a specific request to the Coastal Agent to provide the service on their behalf.

42. Before an advance of salary is granted officers are required to produce their Last Pay Certificate to ensure that no advance of salary has been received from the Crown Agents, and as a rule an advance in excess of £25 will not be approved.

43. Advances are given by cheque drawn on Barclays Bank (D.C.O) Ltd., Apapa, and may be cashed with the representative of the bank at the port. The officer is required to sign a receipt in triplicate, the original of which is forwarded to the Accountant-General concerned and a copy despatched to the Head of the officer's Department.

44. The advance is recoverable from the first full month's salary after arrival in Nigeria.

XIII.—ACCOUNTS

45. Charges incurred by the Coastal Agency on behalf of principals are debited monthly. Debit notes in duplicate together with a statement of account are forwarded to the

appropriate Accountant-General. An information copy of the debit note is forwarded to the indenting officer.

46. These charges include Customs duty, Nigerian Ports Authority handling charges and harbour dues. Where cargo is forwarded by road, the cost of such transport is included in the debit note. As a rule the most suitable road transport is engaged, due consideration being given to safety, speed, reliability and cost. Where cargo is forwarded by rail, debits are raised by means of the usual Government warrants in the case of Government Departments, and by means of special warrants issued by the Nigerian Railway Corporation in the case of Local Authorities and other Independent Bodies. A further charge which may be included is Rent. This may be Government Warehouse rent or Nigerian Ports Authority rent. Where the delay in clearing and forwarding cargo is caused by the failure of the indenting department to produce documents, etc., the rent charge is debited to that department.

47. These accounts must be accepted and settled on sight and queries, where necessary, raised later. Adjustments, when agreed, will be made in later accounts from the Coastal Agent.

48. The expenses of operating the Coastal Agency are charged quarterly to the various governments or quasi-government bodies and corporations for whom the Coastal Agent acts in proportion to the C.I.F. value of the cargo cleared on their behalf.

49. No separate fees are charged for passages services, the clearing of officers' Unaccompanied baggage, or the outwards despatch of cargo.

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