

Federal Inland Revenue Service

Integrated Stamp Duty Services

User Manual

Federal Inland Revenue Service



16

Integrated Stamp Duty Services

User Manual Document (UMD)

Document Version Control

Version #	Implemented By	Revision Date	Reason
1.0.0	Chinyere EZEH Emmanuel AIFUOBHOKHAN	13 July 2016	Initial Draft
1.0.0	Chike OKOYE	19 July 2016	Revised Draft

The undersigned acknowledge they have reviewed the ISDS User Manual and agree with the approach it presents. Changes to this Manual will be coordinated with and approved by the undersigned or their designated representatives.

OASIS DOCUMENT APPROVALS

Approver Name	Project Role	Signature/Electronic Approval	Date
Patrick Chukwuma	Project Supervisor		
Maduka Emelife	Project Director		

Integrated Stamp Duty Services

User Manual

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GENERAL INFORMATION

1.0. PURPOSE

This administrator manual is a document that provides the users with step-by-step guideline on how to use the Integrated Stamp Duty Services (ISDS) AdministrationModule. The administrator module provides a profile for designated FIRS technical representatives to manage Integrated Stamp Duty Services processes, which include user account management (creation, account reset, deactivation etc) based on access roles, MDA Profile creation, Stamp Duty Instrument Management (including creation, updates/amendments, deactivation), view details of corporate and individual tax payers information as provided on the system and generate reports for reconciliation.

It will also cover aspects of MDAs who already have an operational automated business solution. This user manual provides the users with step-by-step guideline on how to use the ISDS website for making Stamp Duty Transactions. This user manual serves as a guide to use the Integrated Stamp Duty Services website for stampable transactions.

1.1. REFERENCES

Key documents needed as supporting references to this document are listed below:

- Stamp Duties Act CAP 441 LFN, 1990
- Stamp Duties process – Revised
- An Extract of FIRS Data Retention policy document
- List of Stamp Duties Instrument (as obtained from FIRS)
- The approved business requirements document

1.2. ACRONYMS AND ABBREVIATIONS

ITAS– Integrated Tax Administration System

ISDS - Integrated Stamp Duties Services

MDA – Ministries, Departments and Agencies

FIRS- Federal Internal Revenue Service

CAC – Corporate Affairs Commission

GSP-CRP – Government Service Portal – Company Registration Portal

JTB - Joint Tax Board

1.3. POINTS OF CONTACT

Below is a list of Point of Contacts relevant to this project:

Contact Name	Contact Organization	Project Role	Email
Kola Okunola	Federal Inland Revenue Service	Project Sponsor	kola.okunola@firs.gov.ng
Malik TUKUR.	Federal Inland Revenue Service	Project Supervisor	malik.tukur@firs.gov.ng
Abubakar Ibrahim	Federal Inland Revenue Service	Project Manager	abubakar.ibrahim@firs.gov.ng
Maduka Emelife	OASIS Management Company	Project Director	memelife@oasismgt.net
Patrick Chukwuma	OASIS Management Company	Project Supervisor	pchukwuma@oasismgt.net
ChikeOkoye	OASIS Management Company	Project Manager	cokoye@oasismgt.net

1.4. AUTHORIZED USE PERMISSION

All information and data contained in this document is copyrighted. Unauthorized usage of the system and making unauthorized copies of data, software, reports, and documents is punishable under Nigerian law.

1.5. HELP DESK

All problem resolution occurs during normal support hours. These normal support hours are Mondays through Fridays, 8:00 AM – 5:00 PM Western African Central Time excluding public holidays.

ISDS Help Desk Contact Info:

Telephone: +234 701 323 4484

Email: ISDS.helpdesk@stampduty.gov.ng

USER ACCOUNT MANAGEMENT

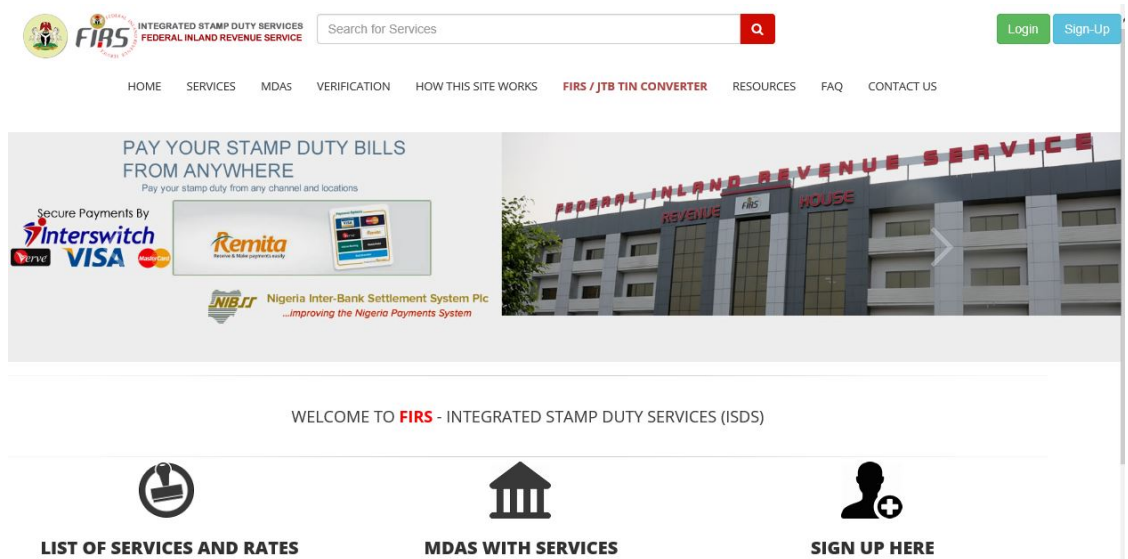
Chapter 2

2.0. CREATING YOUR ISDS ACCOUNT FOR THE FIRST TIME

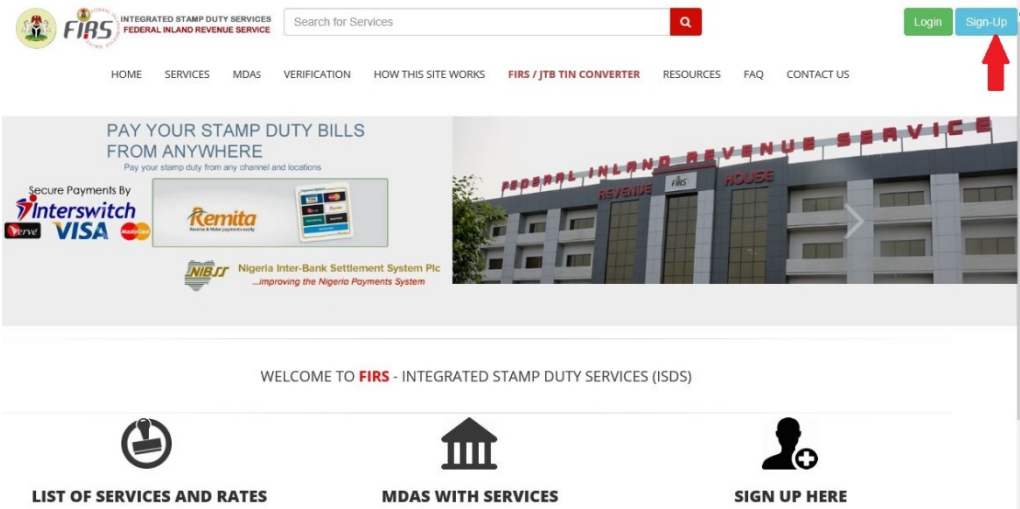
2.1. HOW TO CREATE AN ACCOUNT

It is very easy to set up an ISDS account and here is how you go about it. The first thing you will need to do is to create an account. ISDS provides a 'Sign-Up' button on the homepage.

Step 1: Go to www.stampduty.gov.ng



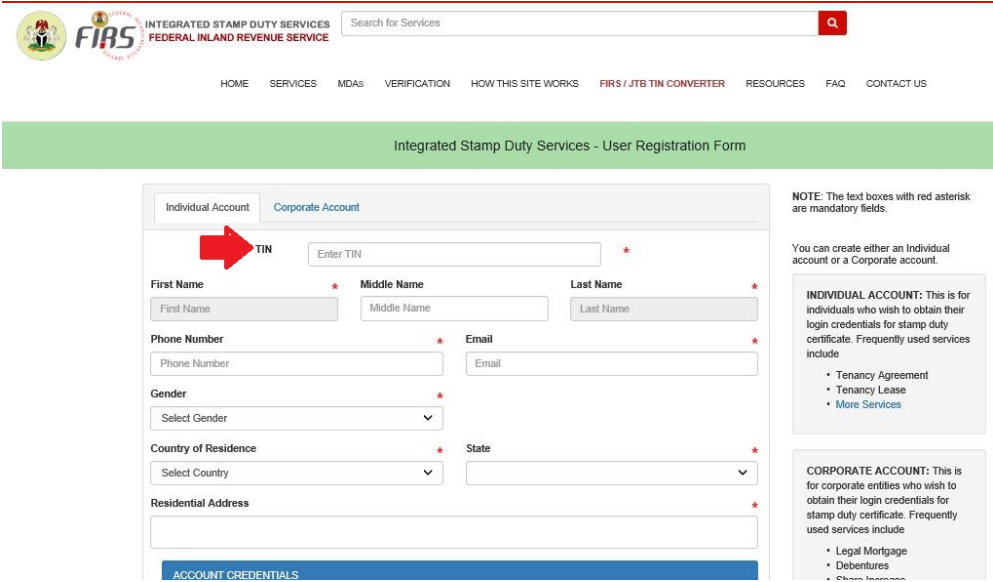
Step 2: Click on 'SIGN UP' button to view the 'User Registration form.



2.2. HOW TO CREATE AN INDIVIDUAL ACCOUNT

Note: The text boxes with red asterisk are mandatory fields.

Step 1: Enter your (valid) TIN



Note: The system validates your TIN. For successful validation, the system populates certain fields.

Step 2: Fill it out the outstanding missing fields on the form. This may include phone number, email

Integrated Stamp Duty Services - User Registration Form

Individual AccountCorporate Account

TIN ✔ * ✔

<p>First Name *</p> <input type="text" value="EMMANUEL"/>	<p>Middle Name</p> <input type="text" value="Middle Name"/>	<p>Last Name *</p> <input type="text" value="AIFUOBHOKHAN"/>
<p>Phone Number *</p> <input type="text" value="08061111611"/>	<p>Email *</p> <input type="text" value="eaifuobhokhan@oasismgt.net"/>	
<p>Gender *</p> <input type="text" value="Select Gender"/>		
<p>Country of Residence *</p> <input type="text" value="Select Country"/>	<p>State *</p> <input type="text"/>	
<p>Residential Address *</p> <input type="text" value="NO 12 PARAKOU CRESCENT WUSE 2 ABUJA"/>		

NOTE: The text boxes with red asterisk are mandatory fields.

You can create either an Individual account or a Corporate account.

INDIVIDUAL ACCOUNT: This is for individuals who wish to obtain their login credentials for stamp duty certificate. Frequently used services include

- Tenancy Agreement
- Tenancy Lease
- [More Services](#)

CORPORATE ACCOUNT: This is for corporate entities who wish to obtain their login credentials for stamp duty certificate. Frequently used services include

Step 3: Enter a username and password.

Integrated Stamp Duty Services - User Registration Form

Individual Account Corporate Account

TIN 0000000005 ✓*

First Name * EMMANUEL Middle Name * Middle Name Last Name * AIFUOBHOKHAN

Phone Number * 08061111611 ✓ Email * eaifuobhokhan@oasismgt.net

Gender * Select Gender

Country of Residence * Select Country State *

Residential Address * NO 12 PARAKOU CRESCENT WUSE 2 ABUJA

ACCOUNT CREDENTIALS

Username * Password * Confirm Password *

Password must be more than 8 characters

Create Account

NOTE: The text boxes with red asterisk are mandatory fields.

You can create either an Individual account or a Corporate account.

INDIVIDUAL ACCOUNT: This is for individuals who wish to obtain their login credentials for stamp duty certificate. Frequently used services include

- Tenancy Agreement
- Tenancy Lease
- More Services

CORPORATE ACCOUNT: This is for corporate entities who wish to obtain their login credentials for stamp duty certificate. Frequently used services include

- Legal Mortgage
- Debentures
- Share Increase
- More Services

Step 4: Click on the **CREATE** button

ACCOUNT CREDENTIALS

Username * Password * Confirm Password *

Password must be more than 8 characters

Create Account

2.3. HOW TO CREATE A CORPORATE ACCOUNT

Note: The text boxes with red asterisk are mandatory fields.

Step 1: Click the 'CORPORATE ACCOUNT' tab.

The screenshot shows the FIRS website header with the logo and navigation menu. Below the header is a green banner for the 'Integrated Stamp Duty Services - User Registration Form'. A red arrow points to the 'Corporate Account' tab, which is selected. The form contains several sections: 'Corporate Information' with fields for TIN, Name (Institution Name), Email, Phone, Office Address, Country of Residence, and State; and 'Contact Person's Information' with fields for CAC Registration Number and Date of Incorporation. Red asterisks indicate mandatory fields. To the right of the form, there are two informational boxes: one for 'INDIVIDUAL ACCOUNT' and one for 'CORPORATE ACCOUNT', both listing frequently used services.

INTEGRATED STAMP DUTY SERVICES
FEDERAL INLAND REVENUE SERVICE

Search for Services

HOME SERVICES MDAs VERIFICATION HOW THIS SITE WORKS FIRS / JTB TIN CONVERTER RESOURCES FAQ CONTACT US

Integrated Stamp Duty Services - User Registration Form

Individual Account Corporate Account

Corporate Information

TIN *

Name *

Email * Phone *

Office Address *

Country of Residence * State *

CAC Registration Number * Date of Incorporation *

Contact Person's Information

NOTE: The text boxes with red asterisk are mandatory fields.

You can create either an Individual account or a Corporate account.

INDIVIDUAL ACCOUNT: This is for individuals who wish to obtain their login credentials for stamp duty certificate. Frequently used services include

- Tenancy Agreement
- Tenancy Lease
- More Services

CORPORATE ACCOUNT: This is for corporate entities who wish to obtain their login credentials for stamp duty certificate. Frequently used services include

- Legal Mortgage
- Debentures
- Share Increase
- More Services

Step 2: Enter your (valid) TIN

Integrated Stamp Duty Services - User Registration Form

Individual Account Corporate Account

Corporate Information

TIN *

Name *

*

Email * **Phone** *

Office Address *

Country of Residence * **State** *

CAC Registration Number * **Date of Incorporation** *

NOTE: The text boxes with red asterisk are mandatory fields.

You can create either an Individual account or a Corporate account.

INDIVIDUAL ACCOUNT: This is for individuals who wish to obtain their login credentials for stamp duty certificate. Frequently used services include

- Tenancy Agreement
- Tenancy Lease
- [More Services](#)

CORPORATE ACCOUNT: This is for corporate entities who wish to obtain their login credentials for stamp duty certificate. Frequently used services include

- Legal Mortgage
- Debentures
- Share Increase
- [More Services](#)

Note: The system validates your TIN. For successful validation, the system populates certain fields.

Step 3: Fill it out the outstanding missing fields on the form. This may include name of institution, CAC registration number, phone number, email.

Individual Account Corporate Account

Corporate Information

TIN * ✓ ✓

Name *

*

Email * **Phone** *

Office Address *

Country of Residence * **State** *

CAC Registration Number * **Date of Incorporation** *

Contact Person's Information

First Name * **Middle Name** *

Last Name *

Email * **Phone** *

NOTE: The text boxes with red asterisk are mandatory fields.

You can create either an Individual account or a Corporate account.

INDIVIDUAL ACCOUNT: This is for individuals who wish to obtain their login credentials for stamp duty certificate. Frequently used services include

- Tenancy Agreement
- Tenancy Lease
- [More Services](#)

CORPORATE ACCOUNT: This is for corporate entities who wish to obtain their login credentials for stamp duty certificate. Frequently used services include

- Legal Mortgage
- Debentures
- Share Increase
- [More Services](#)

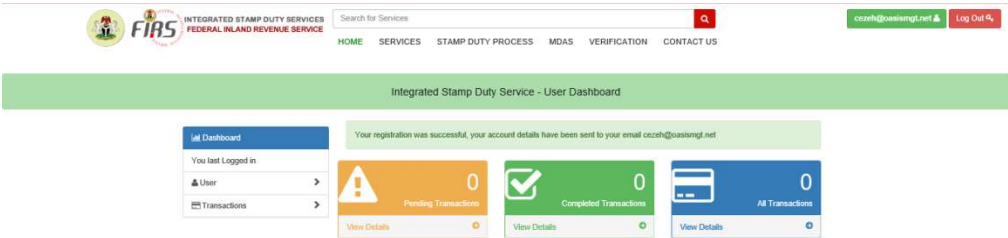
Step 4: Enter a username and password.

The screenshot shows a multi-step registration form. The top section includes fields for Office Address (text), Country of Residence (dropdown), State (dropdown), CAC Registration Number (text), and Date of Incorporation (text). Below this is a section for Contact Person's Information with fields for First Name, Middle Name, Last Name, Email, and Phone. The bottom section is titled 'ACCOUNT CREDENTIALS' and contains fields for Username, Password, and Confirm Password. A red arrow points to the Username field. A green 'Create Account' button is at the bottom. To the right, a grey box titled 'CORPORATE ACCOUNT' provides information for corporate entities and lists services like Legal Mortgage, Debentures, Share Increase, and More Services.

Step 5: Click on the **CREATE** button

This is a close-up of the 'ACCOUNT CREDENTIALS' section. It shows three input fields: Username, Password, and Confirm Password. Each field has a red asterisk indicating it is required. Below the Password field, there is a red error message: 'Password must be more than 8 characters'. At the bottom of the section is a green 'Create Account' button with a red arrow pointing to it from the left.

Step 6: On successful sign-up, User Dashboard will be displayed.

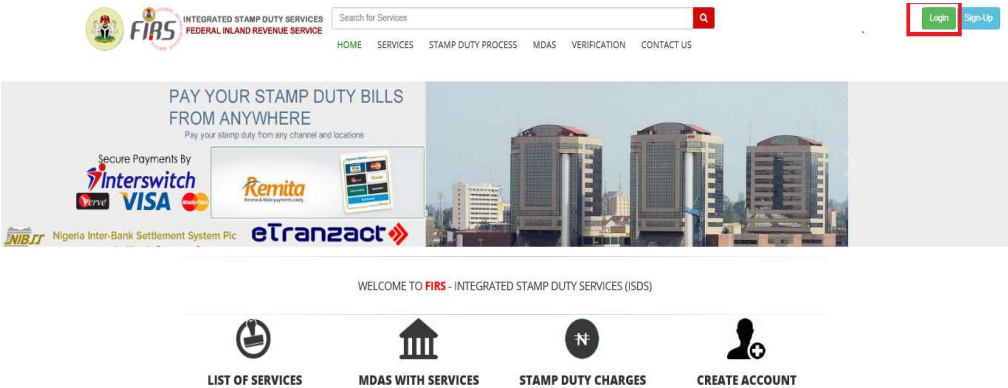


Chapter 3

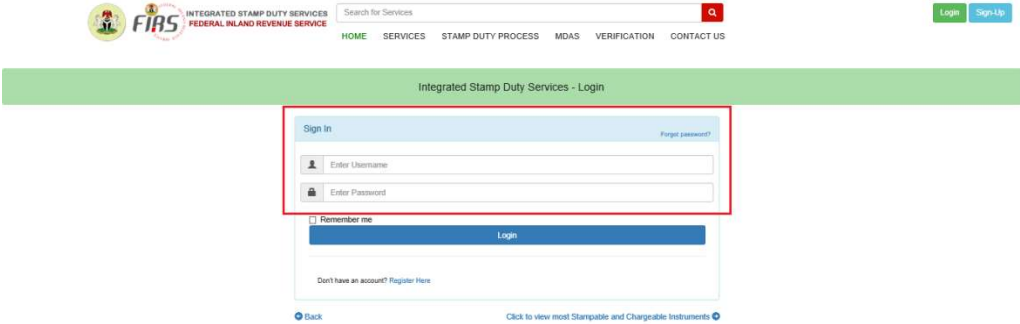
3.0. HOW TO LOGIN

To login, a registered user needs to provide username and password before access can be granted.

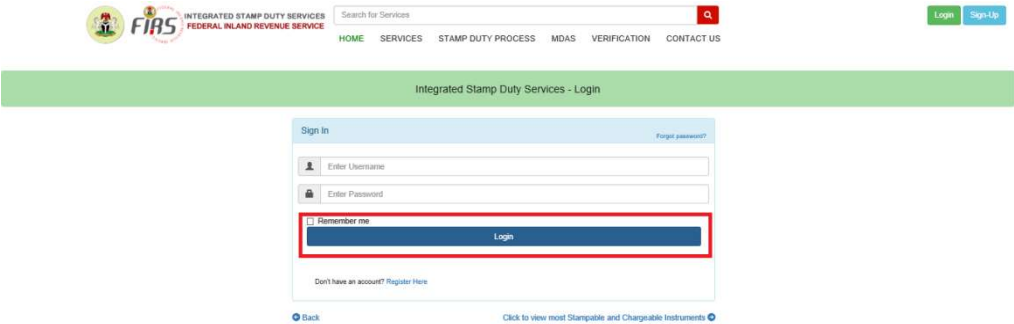
Step 1: Click on the “Login” button at the top right end corner of the ISDS homepage.



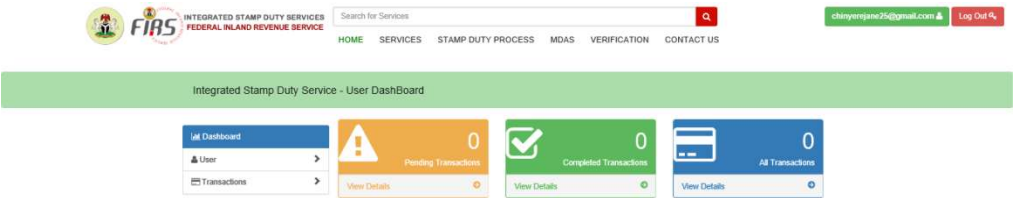
Step 2: Enter Username and Password.



Step 3: Click on the 'Login' button.



Step 4: On successful login, User Dashboard will be displayed.

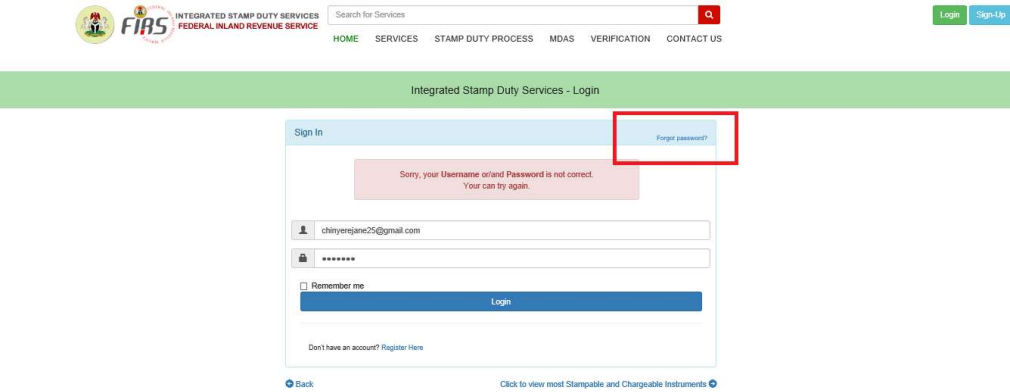


Chapter 4

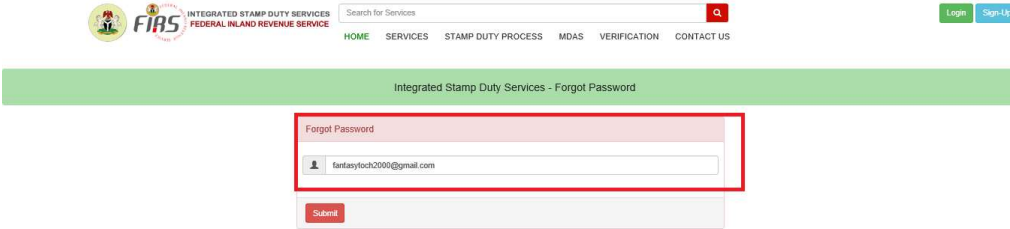
4.0. PASSWORD RESET

A user can request for a new password when he/she cannot remember the password for the account. The process is quite straight-forward as it involves only a few steps. The User will have to provide his/her username.

Step 1: Click the “Forgot password?” hypertext link on the “Sign In” interface.



Step 2: Enter a valid username or email address.



Step 3: Click on the “Submit button”.



Step 4: On successful submission, a new password will be sent to your email address.

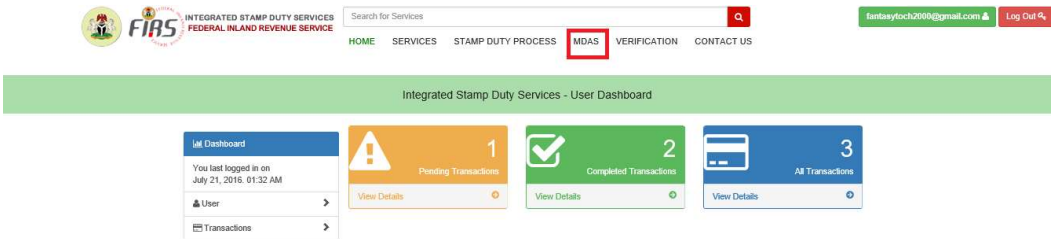
STAMP DUTY ASSESSMENT

Chapter 5

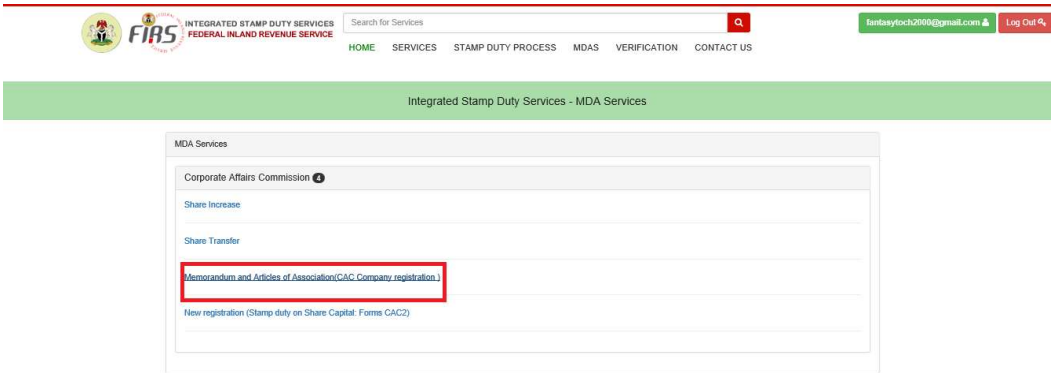
5.0. INSTRUMENT SEARCH

5.1. HOW TO SEARCH FOR SERVICES VIA MDAS

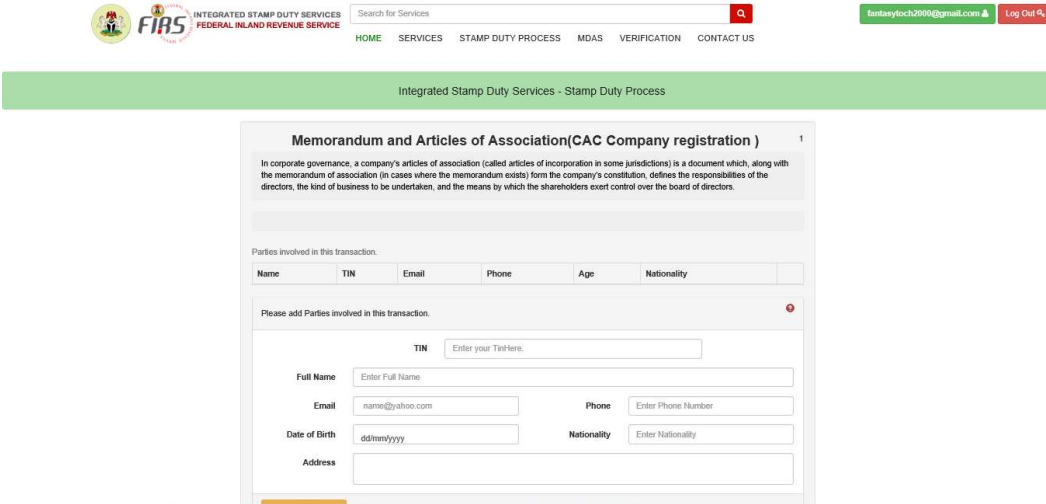
Step 1: On the ISDS homepage, click on MDAs under the search for services bar.



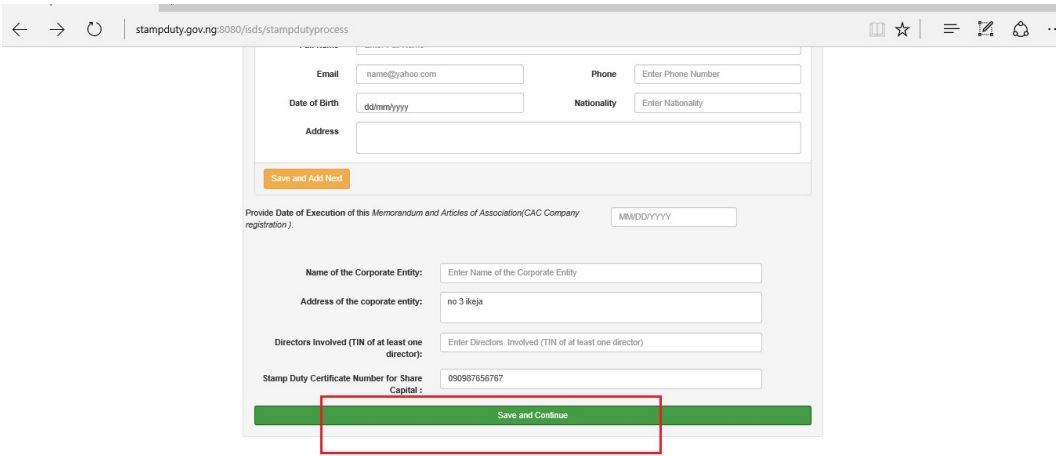
Step 2: On the MDAs services page select the instrument you want to search for.



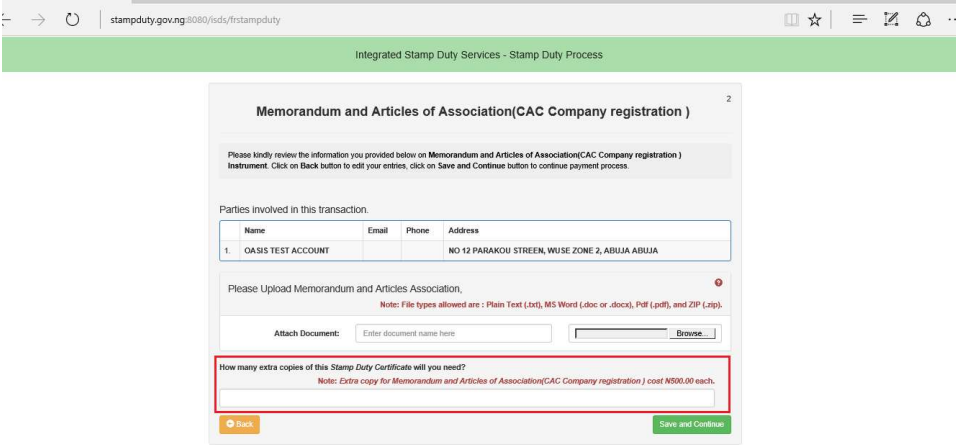
Step 3: On the instrument page fill in all the fields



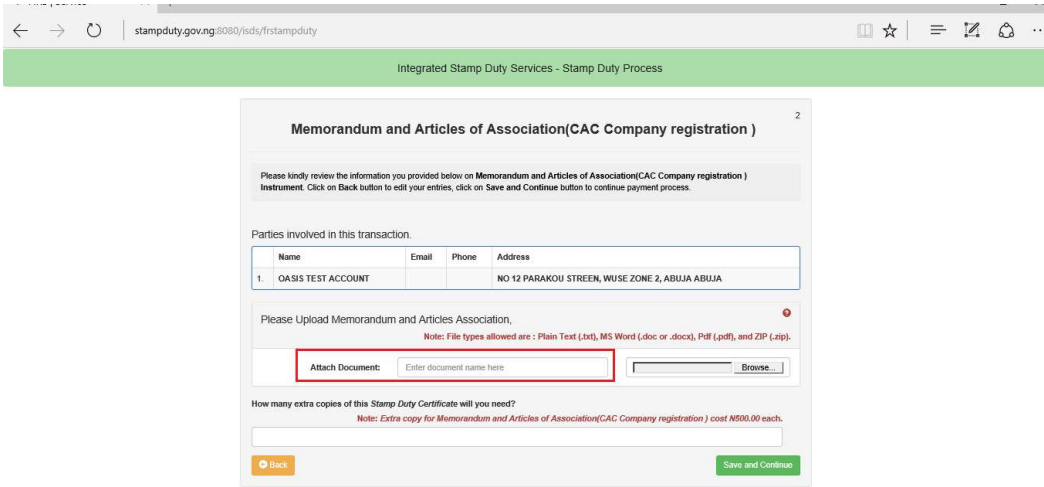
Step 4: Click on save and continue



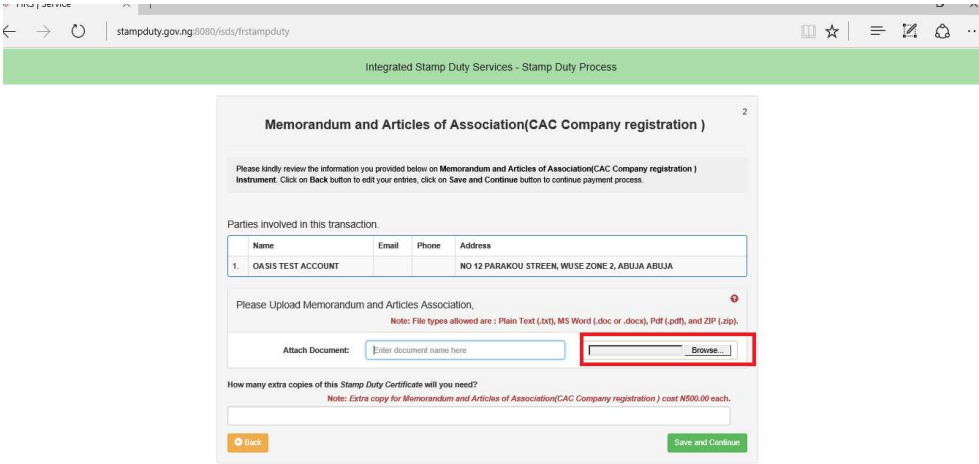
Step 5: On the instrument page 2, type in the number of stamp duty certificate you need.



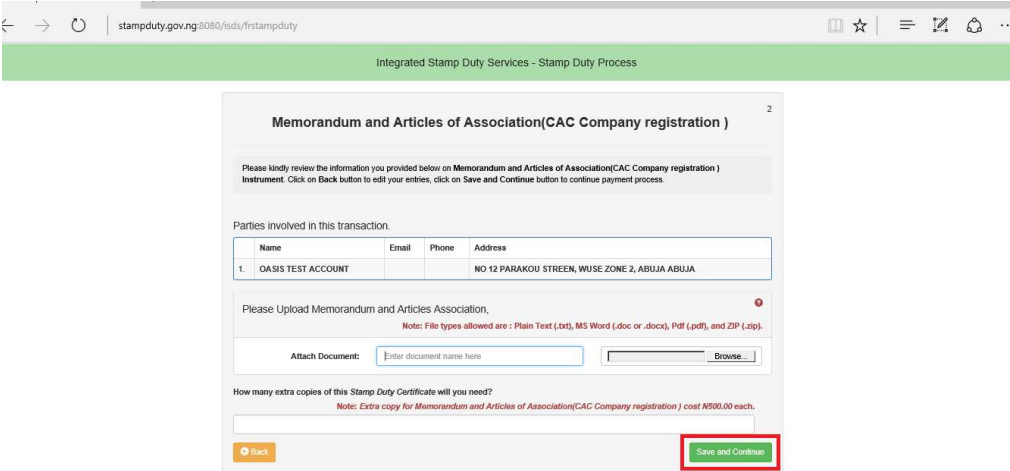
Step 6: If memorandum and articles of association or any instrument that requires you to attach document. On the attach document field type in the file name of the document.



Step 7: Click on browse to select the file from where it is saved.



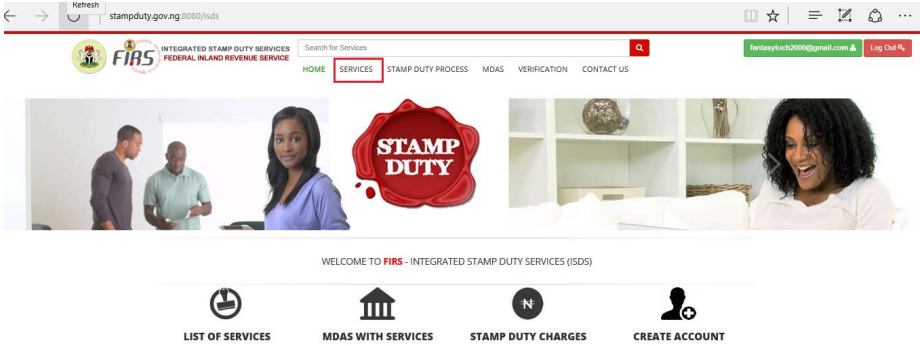
Step 8: Click on save and continue.



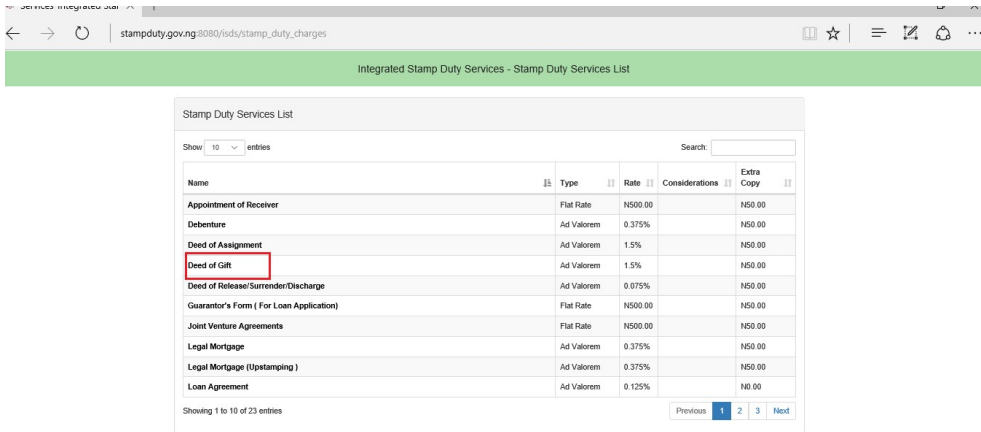
NB: It displays the payment page. Check the “Stamp Duty Payments” page

5.2. HOW TO SEARCH FOR SERVICES VIA SERVICES MENU BAR

Step 1: On ISDS home page click on Services under the search bar.



Step 2: The system navigates to the stamp duty services list, choose the instrument you want to search for,



Step 3: On the instrument page1 fill in details in all the fields.

Parties involved in this transaction.

Name	TIN	As	Email	Phone	Age	Nationality	
NKEMJIKA NWOKOCHA	000000002	Assignor	nwokocho@casiamgt.net	0806111611	18	NIGERIAN	Delete

Please add Parties involved in this transaction.

Click to provide FIRS TIN (13 digits) and retrieve JTB TIN (if exist).

JTB TIN: 10 digits TIN ✓ ✓

Full Name: emeka ben As: Assignor

Email: celeg@casiamgt.net ✓ Phone: 09087654321

Date of Birth: 31/12/1996 ✓ Nationality: Nigeria

Address: no 6 lpaio

Save and Add Next

Witnesses for this transaction.

Name	Phone	For	Address	
den mavo	9876754323	Assignor	no 7 nyuol	Delete

Please add Witness involved in this transaction, and total number of Witnesses must be the same as total number of Parties

Full Name: nty For: Assignor

Step 4: Click on save and continue.

den mavo 9876754323 Assignor no 7 nyuol Delete

Please add Witness involved in this transaction, and total number of Witnesses must be the same as total number of Parties

Full Name: nty For: Assignor

Phone: 9098899000 Address: mohlhh

Save and Add Next

Provide Date of Execution of this Deed of Gift: 21/07/2016 ✓

Please describe the deed of gift transaction: red car from henry to me

Address/Location of property/Asset: no 5 ede

Save and Continue

Step 5: The system navigates to instrument page 2, enter amount of transaction (worth of the transaction)

Integrated Stamp Duty Services - Stamp Duty Process

2

Deed of Gift

Please kindly review the information you provided below on Deed of Gift Instrument. Click on Back button to edit your entries, click on Save and Continue button to continue payment process.

Parties involved in this transaction.

	Name	TIN	As	Email	Phone	Address
1.	NKEMJIKA NWOKOCHA	000000002	Assignor	nwokocho@oasismgmt.net	08061111611	NO 12 PARAKOU STREEET, WUSE ZONE 2, ABUJA

Enter Consideration (Transaction Amount)

Please enter the amount here.

How many extra copies of this Stamp Duty Certificate will you need?

Note: Extra copy for Deed of Gift cost N50.00 each.

Step 6: Enter the number of copies of stamp duty certificate you want

Integrated Stamp Duty Services - Stamp Duty Process

2

Deed of Gift

Please kindly review the information you provided below on Deed of Gift Instrument. Click on Back button to edit your entries, click on Save and Continue button to continue payment process.

Parties involved in this transaction.

	Name	TIN	As	Email	Phone	Address
1.	NKEMJIKA NWOKOCHA	000000002	Assignor	nwokocho@oasismgmt.net	08061111611	NO 12 PARAKOU STREEET, WUSE ZONE 2, ABUJA

Enter Consideration (Transaction Amount)

Please enter the amount here.

How many extra copies of this Stamp Duty Certificate will you need?

Note: Extra copy for Deed of Gift cost N50.00 each.

Step 7: Click on save and continue

Integrated Stamp Duty Services - Stamp Duty Process

Deed of Gift

Please kindly review the information you provided below on Deed of Gift Instrument. Click on Back button to edit your entries, click on Save and Continue button to continue payment process.

Parties involved in this transaction.

Name	TIN	As	Email	Phone	Address
1. NKEMIJKA NWOKOCHA	000000002	Assignor	nnwokochoa@oasismgt.net	08051111611	NO 12 PARAKOU STREEET, WUSE ZONE 2, ABUJA

Enter Consideration (Transaction Amount)

Please enter the amount here.

How many extra copies of this Stamp Duty Certificate will you need?

Note: Extra copy for Deed of Gift cost N50.00 each.

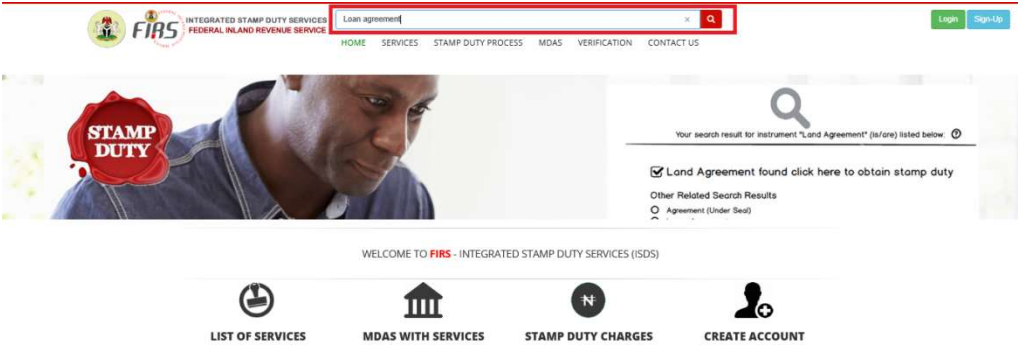
[Back](#) [Save and Continue](#)

NB: It displays the payment page. Check the "Stamp Duty Payments" page 5.0

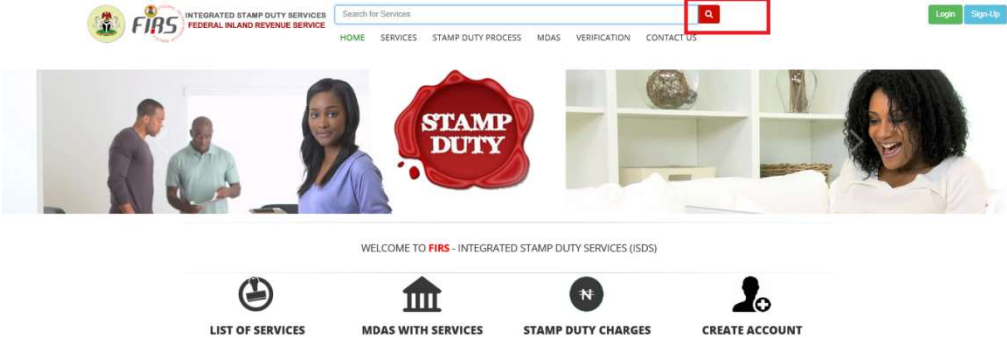
5.3. HOW TO SEARCH FOR INSTRUMENT USING SEARCH BAR

Users can search for instruments on the search bar by entering the name of the instrument they want to consume.

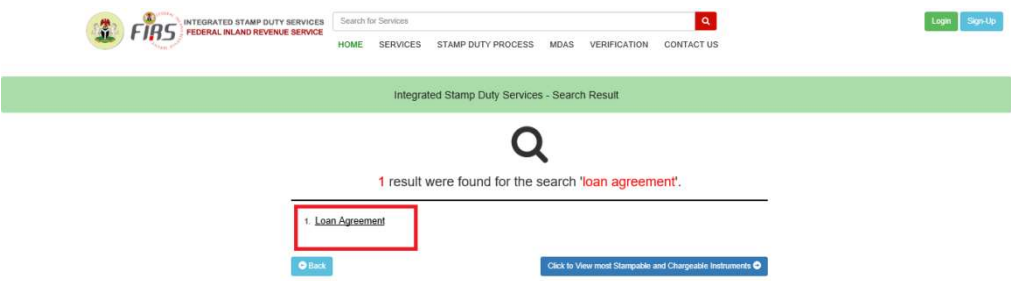
Step 1: Go to the Search bar on the homepage and type in the name of the instrument you want to consume.



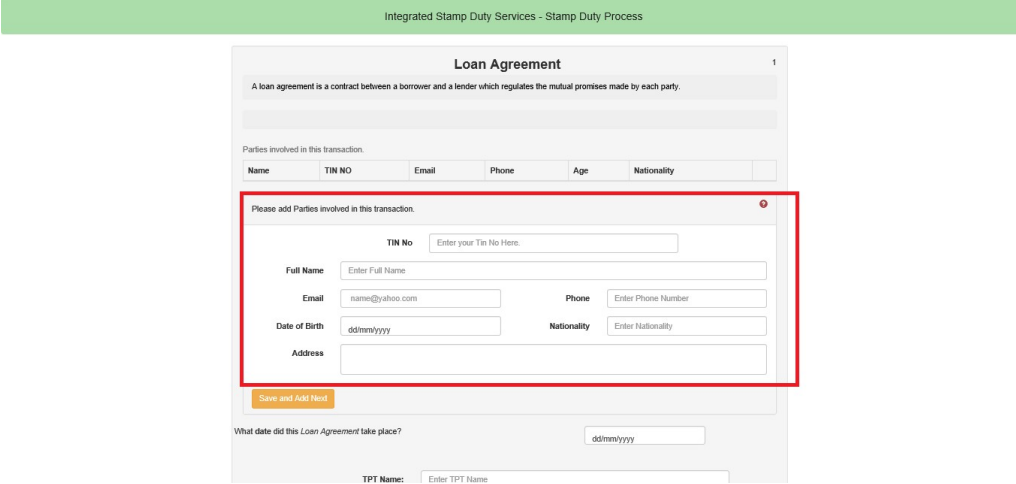
Step 2: Click on the search button at the right end corner of the search bar.



Step 3: Click on the instrument you searched for. E.g. Loan Agreement.



Step 4: Fill in all the required fields, including TIN, name, and email. NOTE all fields are required.



Step 5: To add additional parties, Click on “Save and Add Next’.

Parties involved in this transaction.

Name	TIN NO	Email	Phone	Age	Nationality
------	--------	-------	-------	-----	-------------

Please add Parties involved in this transaction.

TIN No: Enter your Tin No Here.

Full Name: Enter Full Name

Email: name@yahoo.com Phone: Enter Phone Number

Date of Birth: dd/mm/yyyy Nationality: Enter Nationality

Address:

Save and Add Next

What date did this Loan Agreement take place? dd/mm/yyyy

TPT Name: Enter TPT Name

Description of Loan Agreement: Enter Description of Loan Agreement

Certificate number for debenture/Mortgage: Enter Certificate number for debenture/Mortgage

Save and Continue

Step 6: Fill in the other information, including date of agreement, description and click on the “Save and Continue” button.

TIN No: Enter your Tin No Here.

Full Name: Enter Full Name

Email: name@yahoo.com Phone: Enter Phone Number

Date of Birth: dd/mm/yyyy Nationality: Enter Nationality

Address:

Save and Add Next

What date did this Loan Agreement take place? dd/mm/yyyy

TPT Name: Enter TPT Name

Description of Loan Agreement: Enter Description of Loan Agreement

Certificate number for debenture/Mortgage: Enter Certificate number for debenture/Mortgage

Save and Continue

Step 7: Enter the transaction amount.

Integrated Stamp Duty Services - Stamp Duty Process

Loan Agreement 2

The Due Date for this transaction was JULY 27, 2016.

Please kindly review the information you provided below on Loan Agreement Instrument. Click on Back button to edit your entries, click on Save and Continue button to continue payment process.

Parties involved in this transaction.

	Name	Email	Phone	Address
1.	OSENI ELAMAH	OSENELAMAH@GMAIL.COM	08057004000	CLEM AGBA CRESCENT GRA
2.	OSENI ELAMAH	OSENELAMAH@GMAIL.COM	08057004000	CLEM AGBA CRESCENT GRA

How much does this Loan Agreement worth?

How many extra copies of this Stamp Duty Certificate do you need?

Note: Extra copy for Loan Agreement cost N0.00 each.

[Back](#) [Save and Continue](#)

Step 8: Type in the number of copies of the Stamp Duty certificates you want.

Integrated Stamp Duty Services - Stamp Duty Process

Loan Agreement 2

The Due Date for this transaction was JULY 27, 2016.

Please kindly review the information you provided below on Loan Agreement Instrument. Click on Back button to edit your entries, click on Save and Continue button to continue payment process.

Parties involved in this transaction.

	Name	Email	Phone	Address
1.	OSENI ELAMAH	OSENELAMAH@GMAIL.COM	08057004000	CLEM AGBA CRESCENT GRA
2.	OSENI ELAMAH	OSENELAMAH@GMAIL.COM	08057004000	CLEM AGBA CRESCENT GRA

How much does this Loan Agreement worth?

How many extra copies of this Stamp Duty Certificate do you need?

Note: Extra copy for Loan Agreement cost N0.00 each.

[Back](#) [Save and Continue](#)

Step 9: Click on “Save and Continue”

Integrated Stamp Duty Services - Stamp Duty Process

Loan Agreement 2

⚠ The Due Date for this transaction was JULY 27, 2016.

Please kindly review the information you provided below on Loan Agreement Instrument. Click on Back button to edit your entries, click on Save and Continue button to continue payment process.

Parties involved in this transaction.

	Name	Email	Phone	Address
1.	OSENI ELAMAH	OSENELAMAH@GMAIL.COM	08067004000	CLEM AGBA CRESCENT GRA
2.	OSENI ELAMAH	OSENELAMAH@GMAIL.COM	08067004000	CLEM AGBA CRESCENT GRA

How much does this Loan Agreement worth?

How many extra copies of this Stamp Duty Certificate do you need?

Note: Extra copy for Loan Agreement cost N0.00 each.

← Back Save and Continue

NB: It displays the payment page. Check the “Stamp Duty Payments” page. 5.0

STAMP DUTY PAYMENTS

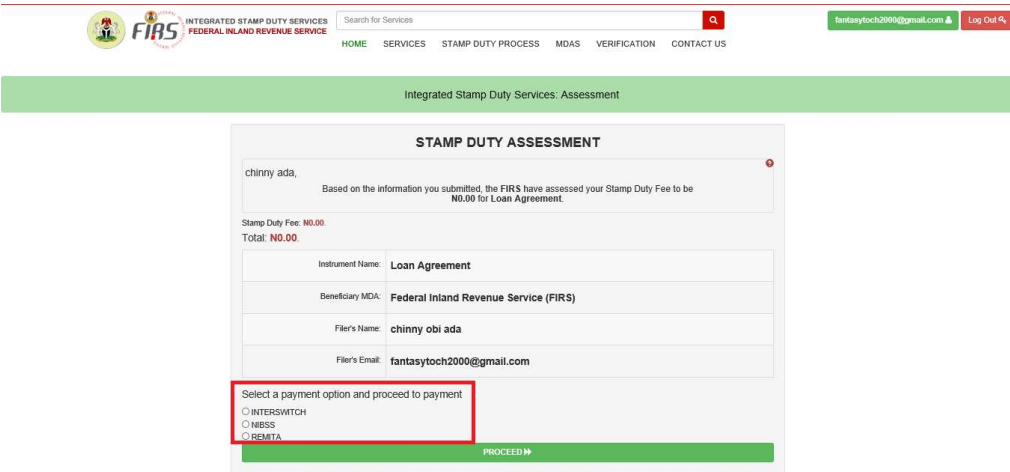
Chapter 6

6.0. MAKING STAMP DUTY PAYMENTS

6.1. HOW TO MAKE PAYMENT.

User must have validated Instrument properties to access the payment page.

Step 1: On the stamp duty assessment page, select your desired payment option including INTERSWITCH, NIBSS and REMITA.



NB: For this example, REMITA will be used as the payment option.

Step 2: Click on the “Proceed” button.

Integrated Stamp Duty Services: Assessment

STAMP DUTY ASSESSMENT

chinyi ada,

Based on the information you submitted, the FIRS have assessed your Stamp Duty Fee to be N0.00 for Loan Agreement.

Stamp Duty Fee: N0.00
Total: N0.00

Instrument Name:	Loan Agreement
Beneficiary MDA:	Federal Inland Revenue Service (FIRS)
Filer's Name:	chinyi obi ada
Filer's Email:	fantasytoch2000@gmail.com

Select a payment option and proceed to payment

INTERSWITCH
 NBSS
 REMITA

PROCEED

Step 3: Click on “Click here to continue”

PAY FOR STAMP DUTY ON REMITA PLATFORM

You are about to pay the sum of N0.00.

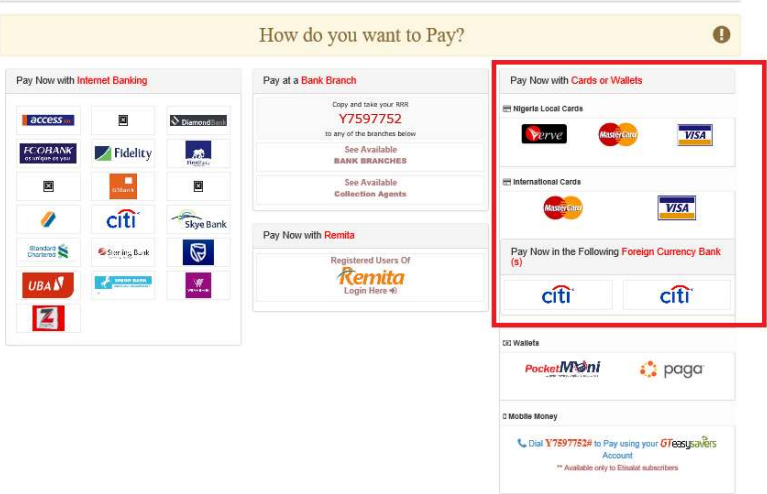
Payment Options

VISA MasterCard Yerve Remita Internet Banking Mobile Payments Bank Transfers
Powered by Remita

Payment ID:	SD17030558
Amount:	N0.00
Pay For:	Loan Agreement
Stamp Duty ID:	FIRS-BF5QNWZ809
Name:	chinyi obi ada
Phone:	09809988888
Email:	fantasytoch2000@gmail.com

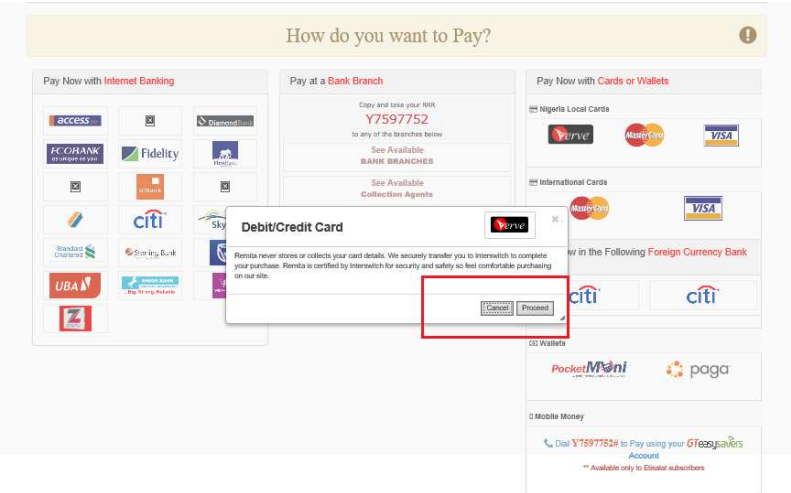
Cancel **Click here to continue payment**

Step 4: Select your card type e.g. Verve, MasterCard, VISA



NB: For this example, Verve Card was selected.

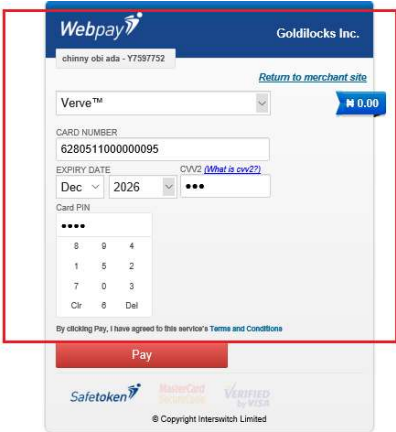
Step 5: Click on the "Proceed" button on the prompt.



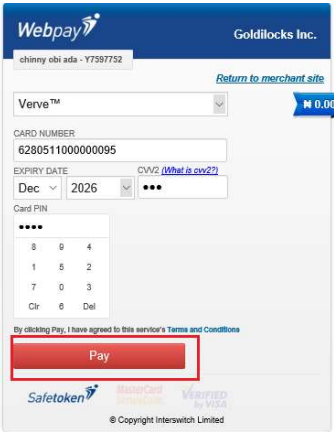
Step 6: Select your card type.



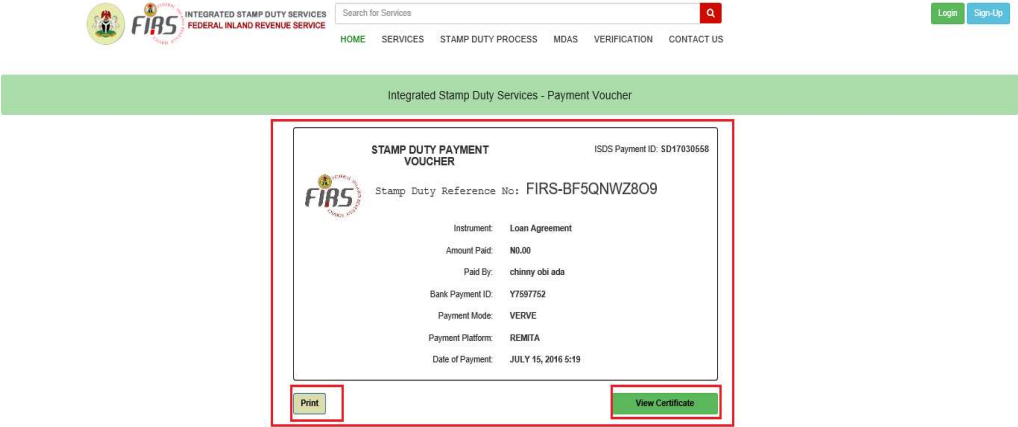
Step 7: Fill in your card details, including your card number, expiry date, and CVV2.



Step 8: Click on the “Pay” button.



Step 9: On Stamp duty payment page, your stamp duty voucher will be displayed for you to print. Click on view certificate to view your stamp duty certificate.



Step 10: On the stamp duty certificate page, Click on save to save certificate.



Step 11: Click on 'tell a friend' to share the stamp duty certificate with a friend via email.



Step 12: Click on print to print certificate.



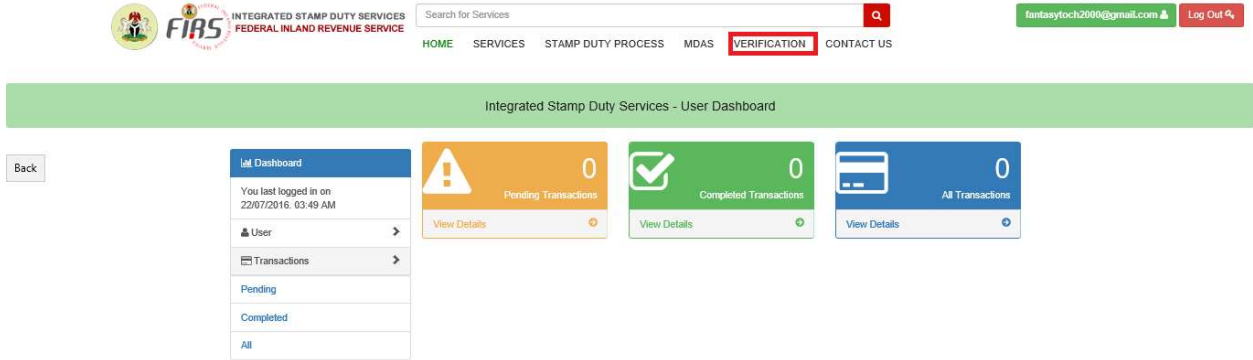
Step 13: Click on go back to go back to home page.



6.2. STAMP DUTY VERIFICATION

This is to verify the authenticity of the stamp duty certificate.

Step 1: Click on verification on the stamp duty home page.



Step 2: The system navigates to stamp duty verification page. Type in the stamp duty certificate number.



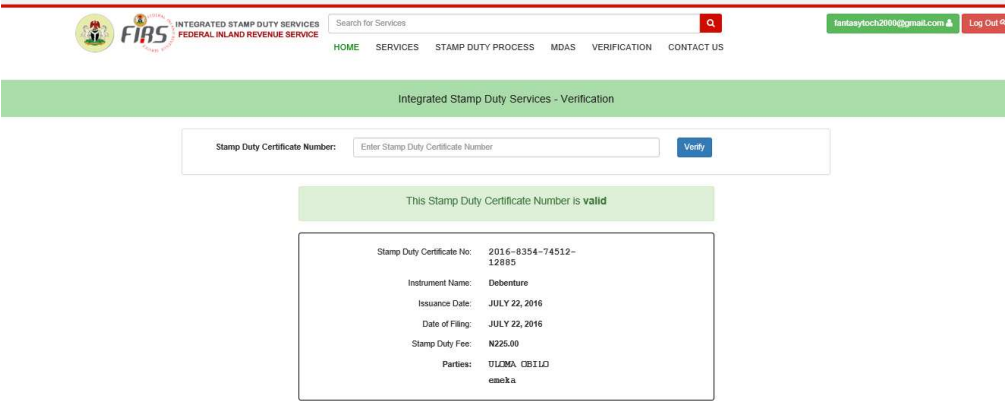
NOTE: Stamp duty certificate number is the number on your stamp duty certificate as shown below



Step 3: Click on verify



Step 4: The system navigates to stamp duty verification page showing the validity of the stamp duty certificate e.g. valid or invalid.



This is another step to verify the authenticity of the stamp duty certificate.

Step 5: Click on “you can verify this Certificate at <http://verification.stampduty.gov.ng> on the stamp duty certificate page”



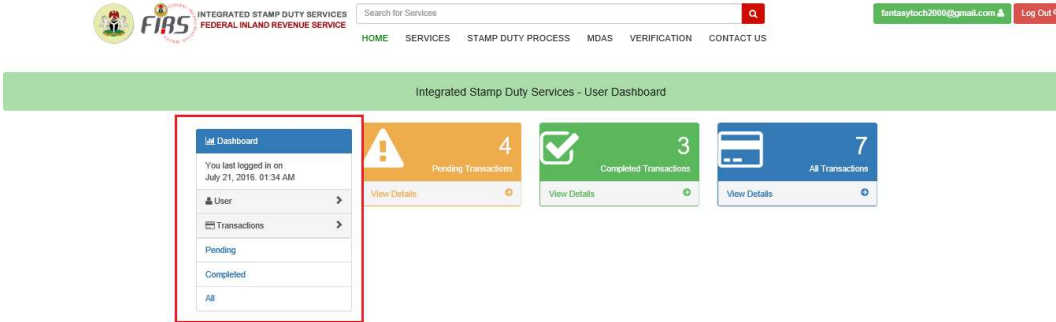
Follow the steps on 5.0 to complete stamp duty verification.

6.3. USER DASHBOARD

On successful login system will navigate to user dashboard.

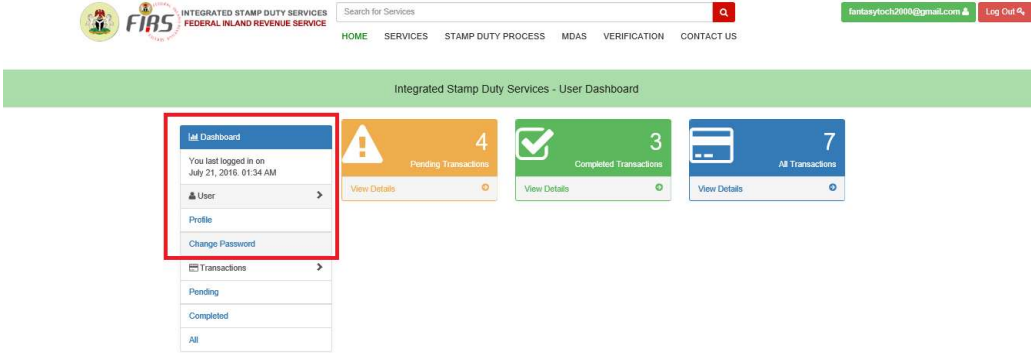
User dashboard consists of; dashboard, pending transactions, completed transaction and all transaction section.

Dashboard Section: This is a short cut menu that consists of user, transaction, pending, completed and all.



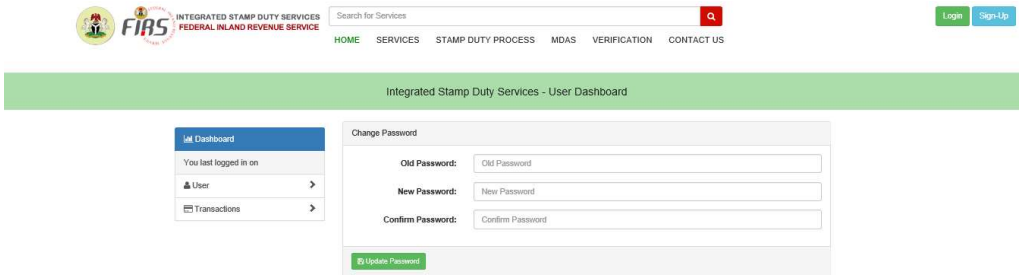
User: when you Click on user a drop down appears showing profile and change password.

FIRS - Integrated Stamp Duty Services User Manual

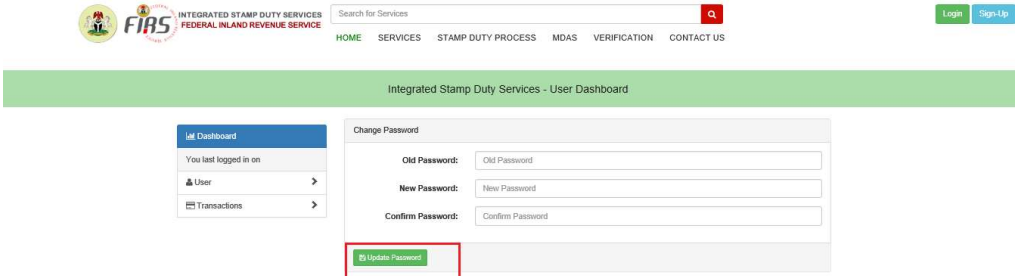


Click on profile to view your profile.

Password; this is short cut to reset password. Click on password, the system navigates to password reset page. Fill in the fields Old password, new password, confirm password



Click on update password. On successful change of password, password will be updated.

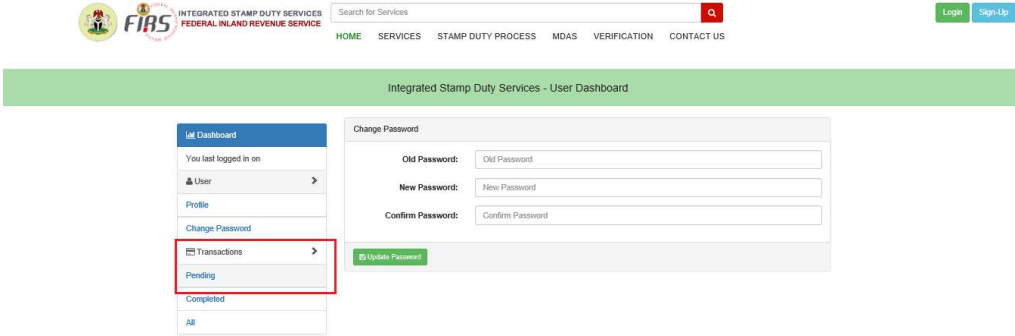


Transaction: this consists of three sections;

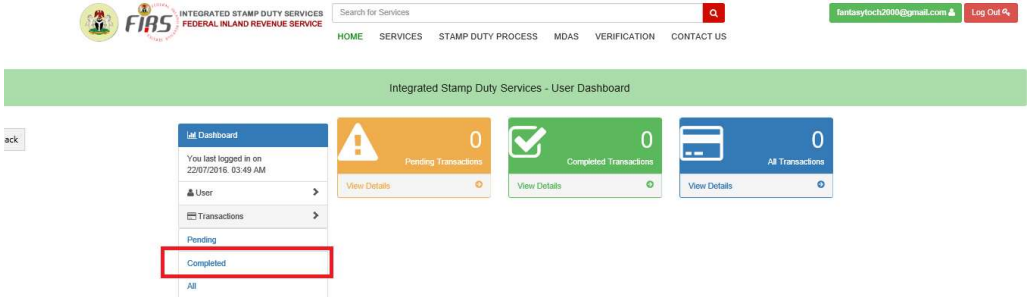
Pending; this is a section for all uncompleted transactions carried out on the ISDS website.

Click on pending to view all pending transactions.

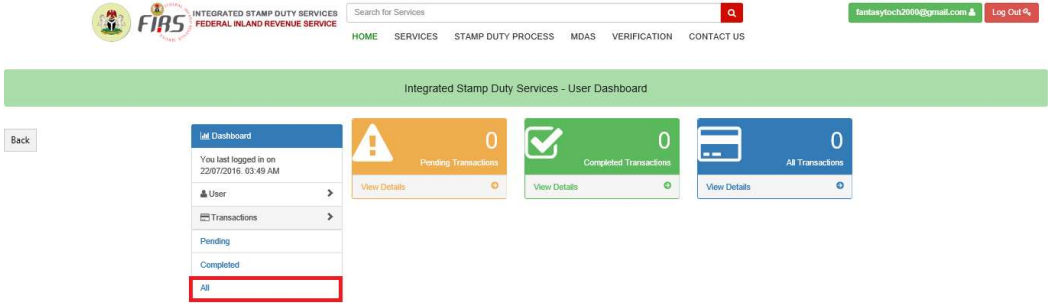
FIRS - Integrated Stamp Duty Services User Manual



Click on complete to view all completed transactions

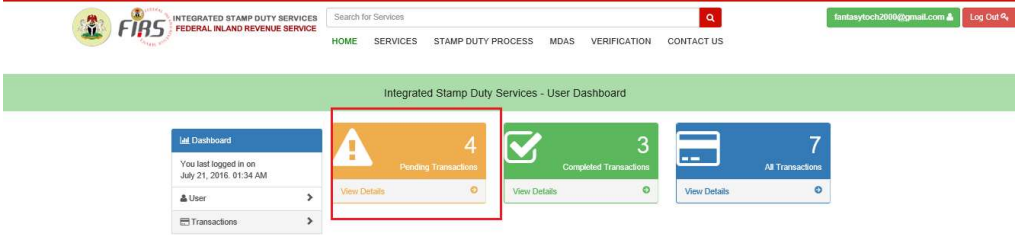


Click on All the view all transactions done on Stamp duty site.



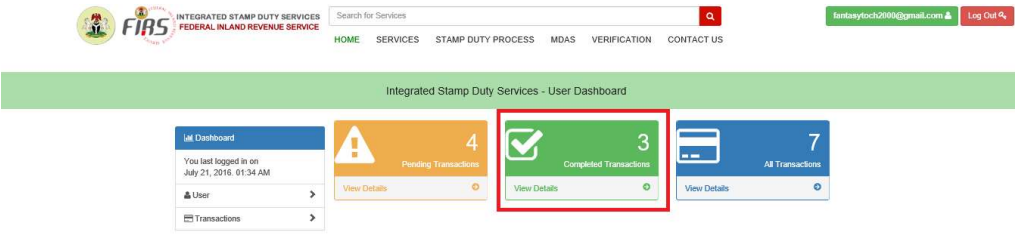
Pending Transactions

Click on view details on pending transaction section on the userdashboard.



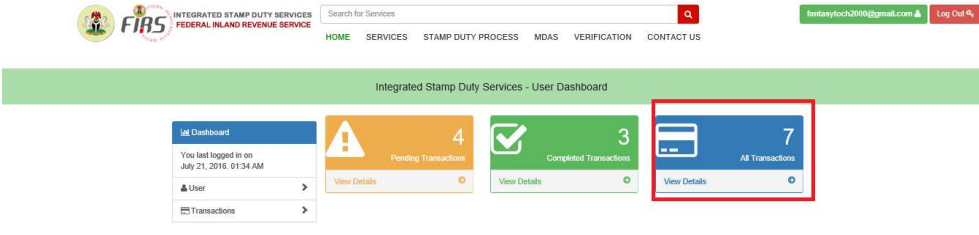
Completed Transactions

Click on view details on completed transactions section on the user dashboard.
System navigates to all completed transactions done on the stamp duty site.



All Transactions

Click on view details on all transactions section on the user dashboard.
The system navigates to all transaction carried out in the stamp duty site.



2016-8354-74512-12885



Certificate of Stamp Duty

Stamp Duty Certificate No:	2016-8354-74512-12885
Instrument:	Debenture
Stamp Duty Fee:	N225.00
Principal Lender:	ULOMA OBILO
Principal Lender TIN:	000000003
Date of Filing:	22/07/2016, 03:56 AM
Issuance Date:	22/07/2016, 05:22 AM
Consideration (Transaction Amount):	N20,000.00
Date of Execution:	22/07/2016
Parties Involved:	ULOMA OBILO, TIN 000000003 (Lender) emeke, TIN 000000001 (Lender)



You can verify this Certificate at <http://verification.stampduty.gov.ng>

Print  Tell a Friend  Save  Go back to Home 