



THE 42<sup>ND</sup> ANNUAL

# TECHNICAL CONFERENCE

of the Commonwealth Association of Tax Administrators (CATA)

*“Tax Administration in the Digital Era”*

## LOGISTICAL NOTE AND USEFUL INFORMATION



### About Nigeria

The Federal Republic of Nigeria is a country in West Africa; situated between the Sahel to the north and the Gulf of Guinea (by the Atlantic Ocean) to the south. Nigeria covers an area of 923,769 square kilometres (356,669 sq. mi), she is the most populous country in Africa and the world’s sixth-most populous country. Nigeria is a federal republic comprising of 36 states and a Federal Capital Territory, where the capital, Abuja, is located. The largest city in Nigeria is Lagos, one of the largest metropolitan areas in the world and the second largest in Africa.

**Head of Stat: Muhammadu Buhari GCFR**

**Language:** English (Official), and Hausa, Yoruba, Igbo, Fulfulde, Ibibio, Kanuri, Tiv, etc.

**Currency:** Naira

**Population:** 216.7

**Capital:** Abuja



The 42nd Technical Conference of the Commonwealth Association of Tax Administrators (CATA) will take place in the **capital of Nigeria** - Abuja from the **28th November - 1st December 2022** at the **Transcorp Hilton Hotel, Maitama, Abuja, FCT, Nigeria.**



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## LOGISTICAL INFORMATION

### 1. CONFERENCE VENUE AND ACCOMMODATION

The 42nd CATA Technical Conference are scheduled to take place from **28th November - 1st December 2022** at the **Transcorp Hilton Hotel** in **Abuja, Nigeria** in partnership with the Federal Inland Revenue Service of Nigeria.

### 2. PARTICIPATION AND REGISTRATION

All delegates attending must register via this link <https://nigeriacata2022.com/registration/> and provide all requested information to facilitate logistical arrangements and proceedings. The link is also available via the CATA website and can be sent upon request via email or WhatsApp.

### 3. CONFERENCE VENUE AND ACCOMMODATION

The 42<sup>nd</sup> CATA Technical Conference will be hosted at the Transcorp Hilton Hotel, Abuja and the venues below will accommodate the conference’s delegates:

**Note:** Participants will be responsible for booking their own accommodation and related expenses including travel insurance and VISA costs. Below are list of recommended hotels and contact details for reservation.

### 4. SOCIAL EVENTS, MEALS AND REFRESHMENTS

The Federal Inland Revenue Service will host two social events for participants during the Plenary:

- 27 November 2022: Welcome Cocktail - Time and Venue TBC (**transport will be provided**).
- 30 November 2022: Official Dinner/CATA Night - 19:00hr. Venue TBC (**transport will be provided**).
- 1 December, 2022: Excursion - 9:00am. Venue to be communicated

Delegates are encouraged to confirm if they will attend the Welcome Cocktail and the Official Dinner via the online registration form. Please also indicate if you have any special dietary requirements.

Coffee breaks and a lunch will be offered on each day of the Technical Conference.

### 5. ENTRY INTO NIGERIA AND VISA ARRANGEMENT

The Federal Capital Territory (FCT), Abuja, Nigeria is served by the Nnamdi Azikiwe International Airport (ABV) (IATA: ABV, ICAO: DNAA) located 40 km (22 miles) from the city centre.





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## Entry Visa:

- An intending participant can apply for Nigerian Visit Visa via the online portal using the following link: <https://immigration.gov.ng/visaclass/visiting-visa-single-entry-f6a/>
- Visa on Arrival (VOA): The Nigeria Immigration Service (NIS) has rolled out a new Visa on Arrival Application Process for Business Travelers and African Union Countries **except ECOWAS member Countries**. Members of the ECOWAS include the following countries (Benin, Burkina Faso, Cabo Verde, Cote d’Ivoire, The Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone, and Togo). Visit <https://immigration.gov.ng/visa-on-arrival-process/> for more details
- The visa-on-arrival service is available to these categories of travellers:
  1. Frequently travelled or High Net worth Investors with business interest in Nigeria
  2. Citizens of African Countries other than ECOWAS countries

## Eligibility:

- Frequently Travelled Businesspersons of International Reputes
  - Executive of Multi-national Companies
  - Member of Government Delegation
  - Holder of United Nations Laissez-Passer
  - Holders of African Union Laissez-Passer
  - Holders of any other Official Travel document of other recognized international organizations who intend to Visit Nigeria.
  - Citizens of the African Countries
3. Business Travelers: Visa on Arrival is available to citizens of all countries except ECOWAS Nationals who do not require a visa to visit Nigeria and other countries which Nigeria has entered into visa abolition agreements. Please visit the NIS portal at <https://portal.immigration.gov.ng> apply

*Note: Please ensure that you consult your local Nigerian authority, and your application is done well in advance at the appropriate representation (Embassy and/or Consulate) if present.*

- In addition, you may be required to show proof of accommodation for the duration of your stay and a flight ticket.
- Once registered for the conference, you will receive an automatic official and personalized invitation letter for the conference in support of your Visa request.

*Note: Please be advised that an invitation letter will automatically be sent to all registrants once the registration has been approved by the CATA Secretariat to facilitate the visa application*



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## COVID-19 Entry requirement to Nigeria

### Vaccinated Passengers

- Inbound passengers to Nigeria who are fully vaccinated against COVID-19 are no longer required to undergo COVID-19 PCR testing before boarding Nigeria-bound flights.
- Fully vaccinated passengers arriving in Nigeria are not required to undergo COVID-19 testing upon arrival. This also applies to children under the age of 18.
- Fully vaccinated passengers are required to provide a valid and traceable vaccine certificate.

### Non-Vaccinated Passengers

(what are the conditions for non-vaccinated passengers)

Information on COVID-19 travel protocol and health registration can be found at <https://nitp.ncdc.gov.ng/>. Everyone travelling into Nigeria is required to register irrespective of COVID-19 vaccination status.

## 6. CURRENCY

The Nigeria Naira is the official currency in the country.

There are numerous ATMs in the vicinity of the venue and around Federal Capital Territory (FCT), Abuja that accept major credit cards.

## 7. TRANSPORTATION

- Participants will be received upon arrival at the airport by a reception team from the Federal Inland Revenue Service (FIRS). Delegates should look out for signage bearing the 42nd CATA Technical Conference logo where the welcome team at the arrival hall of the Nnamdi Azikiwe International Airport will be awaiting them.
- Kindly ensure to update your travel details on the registration website page once you have your itinerary available to have the transport arranged.
- The transfer of participants to the hotel will be provided by the Federal Inland Revenue Service (FIRS) and will be carried out according to a program that will be based on flight plans received.
- Any modification or possible cancellation of flight plans must be immediately communicated to the email: [olarinde.olufemi@firs.gov.ng](mailto:olarinde.olufemi@firs.gov.ng) or [yahabdul.mohammed@firs.gov.ng](mailto:yahabdul.mohammed@firs.gov.ng) and updated on delegates' registration pages. The transfer of participants from the hotel to the international airport will be provided by the Federal Inland Revenue Service.

## 8. LANGUAGE

The Plenary will be conducted in English.



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### 9. ELECTRICITY

Nigeria operates on 230volt electricity and is generated at 50Hz (Cycles) Alternating Current and there are two associated plug types, types D and G. Plug type D is the plug which has three round pins in a triangular pattern and plug type G is the plug which has three rectangular pins in a triangular pattern.

You may require an adapter to fit your chargers into a power outlet in Nigeria.

### 10. LOCAL TIME

UTC +1

### 11. CONTACTS

For more information on the 42nd CATA Technical Conference, Venue, or any other related inquiry, please visit the CATA web page: <https://nigeriacata2022.com> or email [olarinde.olufemi@firs.gov.ng](mailto:olarinde.olufemi@firs.gov.ng) or Whatsapp +234 802 748 6437;

For Visas & Travel support contact [yahabdul.mohammed@firs.gov.ng](mailto:yahabdul.mohammed@firs.gov.ng) or Whatsapp +234 805 506 9946

### 12. RECOMMENDED HOTELS



#### TRANSCORP HILTON HOTELS, ABUJA

**Address:** 1 Aguiyi Ironsi Street, Maitama 900001, Abuja, [hilton.abuja@hilton.com](mailto:hilton.abuja@hilton.com) +234 803 901 3000.

<https://www.hilton.com/en/hotels/abuhitw-transcorp-hilton-abuja/>



#### SUMMERSET CONTINENTAL HOTELS, ABUJA

**Address:** 73 Usuma Street, off Gana Street, Maitama, Abuja - Nigeria  
[usuma@summersetcontinentalhotel.com](mailto:usuma@summersetcontinentalhotel.com)  
+234 813 543 4505  
[usuma@summersetcontinentalhotel.com](mailto:usuma@summersetcontinentalhotel.com)  
+234 704 008 4444

<https://summersetcontinentalhotel.com/>



#### BELANOVA APARTMENTS AND SUITES, ABUJA

**Address:** Plot 3349 Lualaba Close, Off Madeira Street, Maitama,

[info@belanovaapartments.com](mailto:info@belanovaapartments.com)

**Phone:** +234 (818) 033 3300

<https://www.belanovaapartments.com/>

