



Africa's
Due Diligence
Data Platform



NIGERIAN EXPORT PROMOTION COUNCIL

MANSA Digital Initiative (MANSA) is partnering with The Nigerian Export Promotion Council (NEPC) to assign a unique digital identification (AEI) code to registered Exporters in Nigeria. MANSA is Africa's centralized Digital Repository Platform for conducting KYC and accessing investors. Being a MANSA-verified entity facilitates easy cross-border transactions across payment platforms including the Pan African Payments and Settlements System (PAPSS)

MANSA promotes intra and extra-African trade by providing information on all African countries' natural endowments.

MANSA encourages trade expansion through increased transparency, potentially leading to the growth of trade/business relationships in Africa.

Onboarding your profile on MANSA will:

- ✓ **Facilitate access to Afreximbank's programmes and facilities**
- ✓ **Provide access to new markets across Africa.**
- ✓ **Provide investors with a single, easily accessible platform for viewing investors' information for both equity and investment purposes**
- ✓ **Facilitate business linkages among entities in different countries**
- ✓ **Enable all trading partners, at a low-cost, access to reliable and relevant information on counterparties across the African continent.**
- ✓ **Ease access to key investment information on all African countries.**
- ✓ **Promote good governance and enhance transparency and accountability in intra and extra-African trade.**

Once onboarded the MANSA Repository, the entity is allotted its Africa Entity Identifier (AEI) code which is a key requirement for entities to leverage other Afreximbank's products and initiatives, e.g. The Pan African Payment and Settlement System (PAPSS) which allows entities to trade in their own local currencies; Access to funding (domestic and international); The Bank's SME incubation programme, and others.

..... Go Global with MANSA: Passport to Trade and Investment

Please, kindly go through the manual page, below and follow the instructions on how to register/onboard to the platform

For clarifications/help to register, please send us a mail at tradealert@businessindex.com.ng; mansabusiness@afreximbank.com or call: +234 (0) 803-3497-109, 903-0001-239, 903-0001-485



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Contributor Guide

STEP BY STEP TO ONBOARD YOUR COMPANY TO AFRIEXIMBANK-MANSA PLATFORM

BEFORE YOU REGISTER, WE ENCOURAGE YOU TO TAKE A MINUTE TO BROWSE THROUGH THIS GUIDE

BEFORE YOU GET TO THE POINT TO CONTRIBUTE ON THIS PLATFORM, YOU HAVE TO FIRST REGISTER

BELOW ARE THE STEPS TO REGISTER AND THEN UPLOAD YOUR DOCUMENT.

REGISTRATION TIPS:

- The simplest way to start and finish the registration in a short time and effortlessly, is to **PREPARE ALL REQUIRED DOCUMENTS**.
- **SCAN THE DOCUMENTS in the order required into a folder.**
- **TYPE OUT OTHER DETAILS; Like Name, Position, Role, Phone Numbers, and addresses on a separate page to enable you just copy and paste as required.**

MANDATORY/REQUIRED DOCUMENTS TO BE UPLOADED ([Click here to see mandatory fields and requirements](#))

Application/Authority Letter ([click to see sample](#)) Company Logo

CAC Registration documents

Current and Valid Export Certificate

UBO ([click to see sample](#))

1-3 Years Account/Bank Statement of your Company

Identification Documents of Business Owners (Driver license, etc)

CLICK HERE TO [REGISTER AND ONBOARD AS A CONTRIBUTOR](#) OR GO HERE: WWW.MANSAAFRICA.COM IN YOUR WEB BROWSER. THE LINK DIRECTS YOU TO THE HOME PAGE OF THE MANSA PORTAL.

Click Here ([BENEFITS/INCENTIVES](#)) to see the benefits/incentives of registering on the MANSA Digital Platform.

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REGISTRATION PROCESS:

Step One:

Registration (Maker)

Step Two:

Confirm your e-mail account

Step Three:

Create a Checker's (**supervisor**) Account (The maker can also be the checker, but you have to use a different e-mail account as the checker) **The idea is to ensure that someone else in the company is aware, that you are submitting the company's document to our platform.**

Step Four:

Contribute; this is the stage you are to submit all necessary documents to the platform

Step Five:

Finished Registration

Step Six:

REVIEW YOUR DATA BEFORE SUBMISSION

Step Seven:

Supervisor (Checker) Approves the registration and data uploaded

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PART 1: ACCOUNT CREATION

NAVIGATE TO THE TOP-RIGHT SECTION OF THE HOME PAGE.

CLICK ON REGISTER/LOGIN

The screenshot shows the top navigation bar of the MANSA website. The MANSA logo is on the left. The navigation menu includes: HOME (highlighted in yellow), CUSTOMER DUE DILIGENCE, INVESTING IN AFRICA, NEWS & EVENTS, SUBSCRIPTION, and RESOURCES. In the top right corner, there are two buttons: a 'Register' button with a lock icon and a right-pointing arrow, and a 'Login' button with a user icon and a right-pointing arrow. A red arrow points to the 'Register' button, and a red line with an arrow points from a text box to the 'Login' button. The text box contains the instruction: 'Click to begin the registration process.' Below the navigation bar is a large blue banner with the text 'Insight into Africa' and '- news and events promoting'.

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FILL IN THE DETAILS AND CLICK ON CREATE ACCOUNT

Create Account

Register your organization by first creating an administrator who will administer your organization's profile on the repository

Complete the form

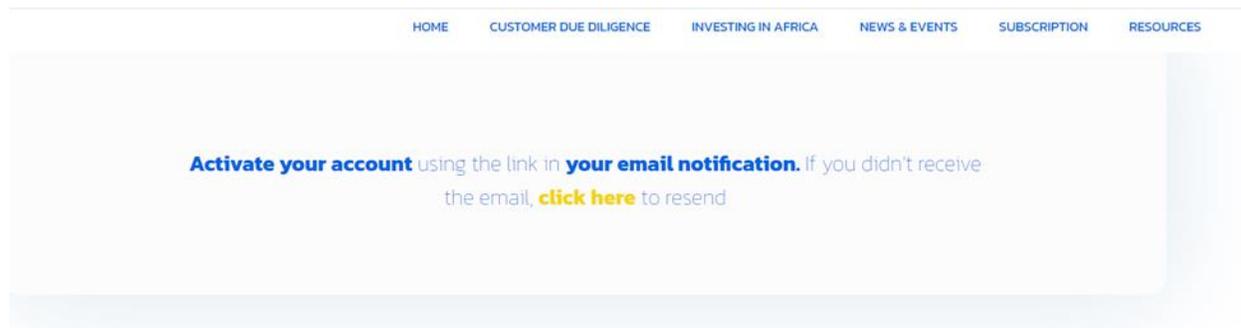
First Name	Last Name
E-mail	Confirm Email
Password	Confirm Password
Country	Language

I'm not a robot

[Create Account](#)

Click "Create account"

You will be directed to the page below. An email will be sent to the email address you registered with.



NB: If you don't get the activation email, click "[Click here](#)" to resend the activation email.

Navigate to your mailbox to activate your account. Click "[confirm email](#)".

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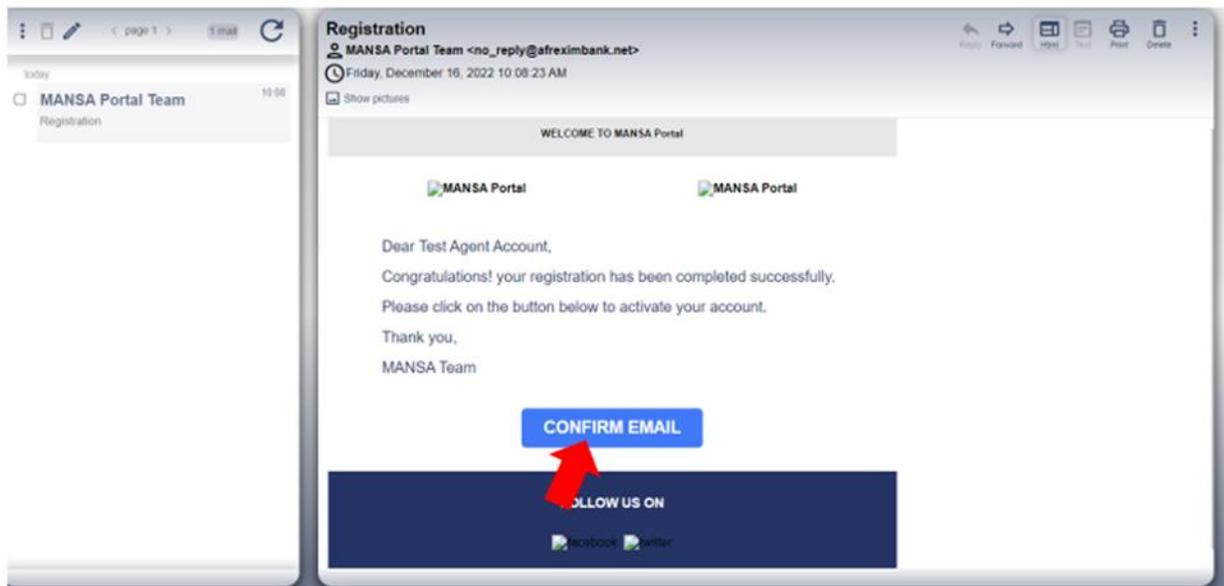
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PART 2: ACCOUNT CREATION CONFIRMATION

YOU WILL RECEIVE AN EMAIL TO ACTIVATE ACCOUNT.

CLICK THE LINK IN YOUR E-MAIL TO REDIRECT YOU TO THE PLATFORM AND ACTIVATE ACCOUNT SUCCESSFULLY



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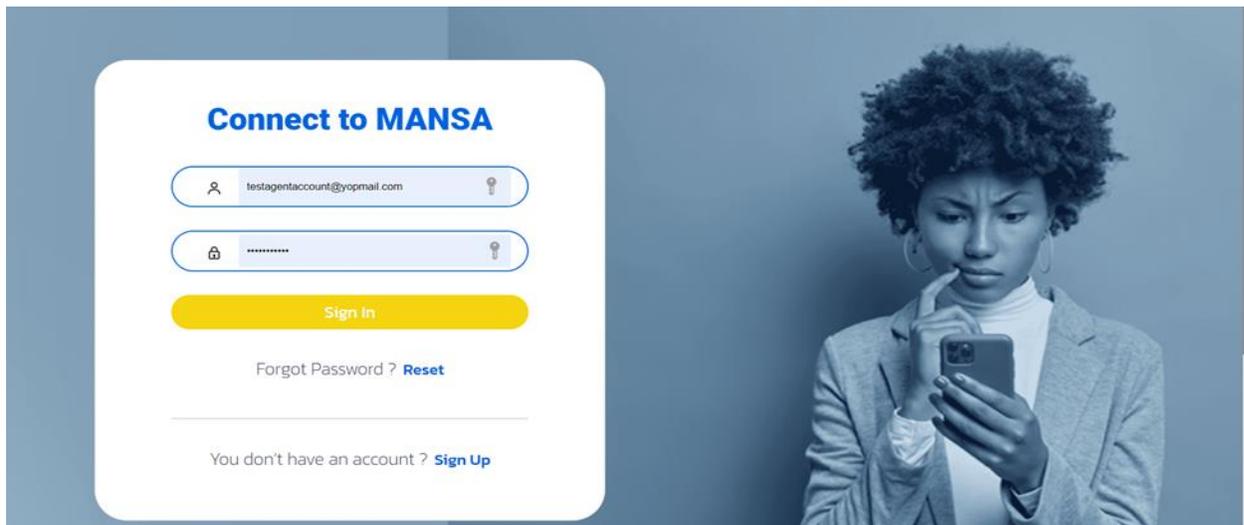
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PART 3: SUBMITTING OF BASIC COMPANY DATA AND AUTHORIZATION

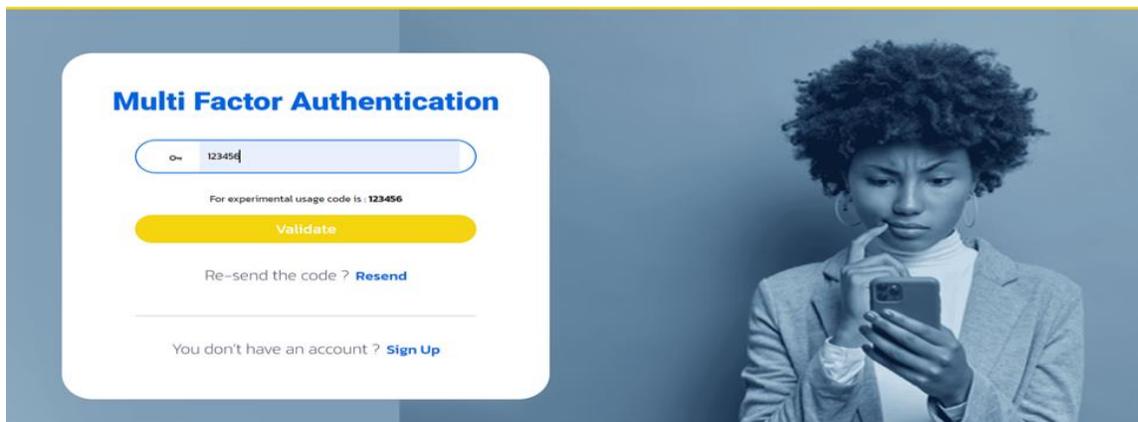
login to the platform. Input email and password, click “sign in.”

YOU WILL BE REDIRECTED TO REGISTER AS A CONTRIBUTOR

ENTER COMPANY’S DETAILS LIKE [REGISTRATION NUMBER, REGISTRATION DOCUMENT, LETTER OF AUTHORIZATION, TELEPHONE, ADMIN DETAILS AND CLICK ON CONTINUE, THEN CLICK ON SUBMIT FOR AUTHORIZATION.



Input the **verification code** sent to your registered email address and click **Validate**.



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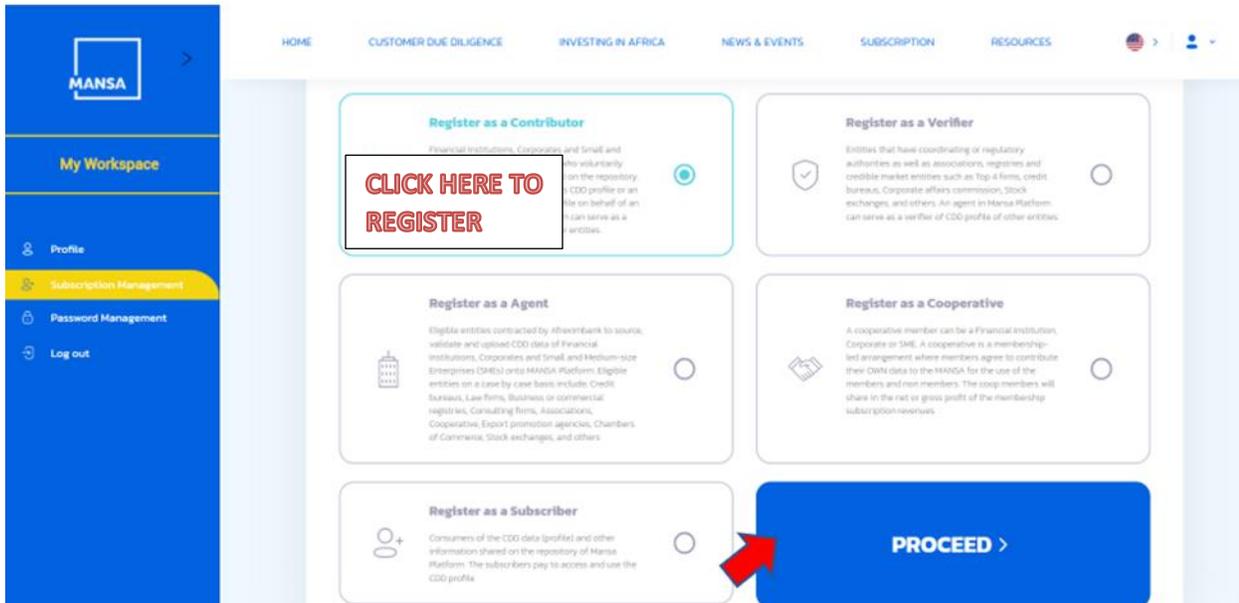


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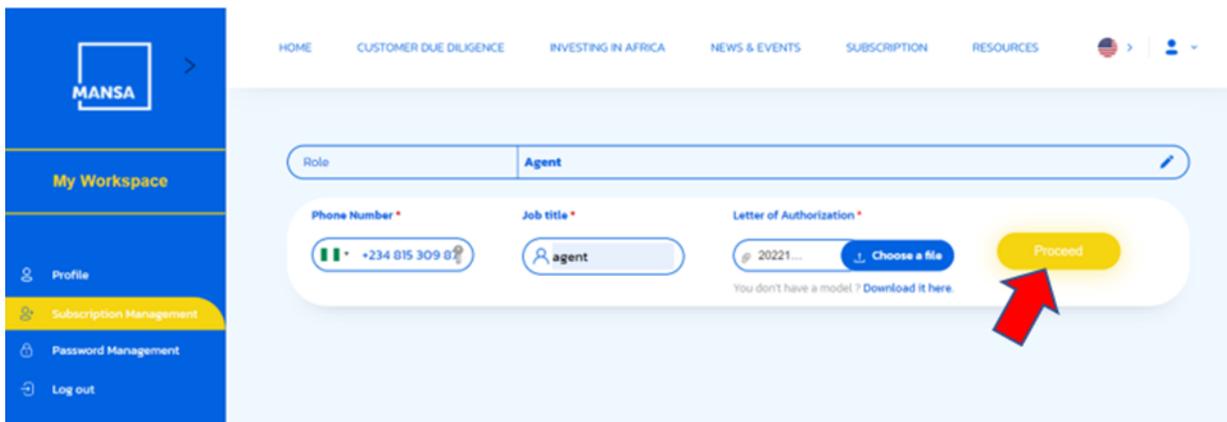


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Select **“Register as a Contributor”**, click **“Proceed”**.



Input details in the form. Input phone number, job title, and attach “letter of Authorization” then click **“Proceed.”**



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Fill in the entity details and attach **Company Registration Document**.

Fill your **entity details**

Business Name * Test Agency	Business Organization Number * 1234567
Country * NG Nigeria	Postal Zip/Code 234
Address * access bank data center, 16/17 idejo street , off adeola odeku,	Phone Number * +234 122 344 55
Email testagentaccount@yopmail.com	Website
Fax 1 (702) 123-4567	Company Registration Document * 20221216100522716_t... Choose a file

Select administrator privileges (Maker / checker)

Will the administrator also have maker/checker privileges to add and/or authorize CDD profile of the organization? (Admin Email is required to enable this option)

Yes No

Select the administrator's applicable privilege(s) *

Maker Checker

Accept Terms & Conditions ⓘ

Please accept the terms & conditions or upload a file

Or you have to download and upload the Registration Document

[Download Terms & Conditions](#)

[Choose a file](#)

Please upload a file or accept the terms & conditions

[Proceed](#)

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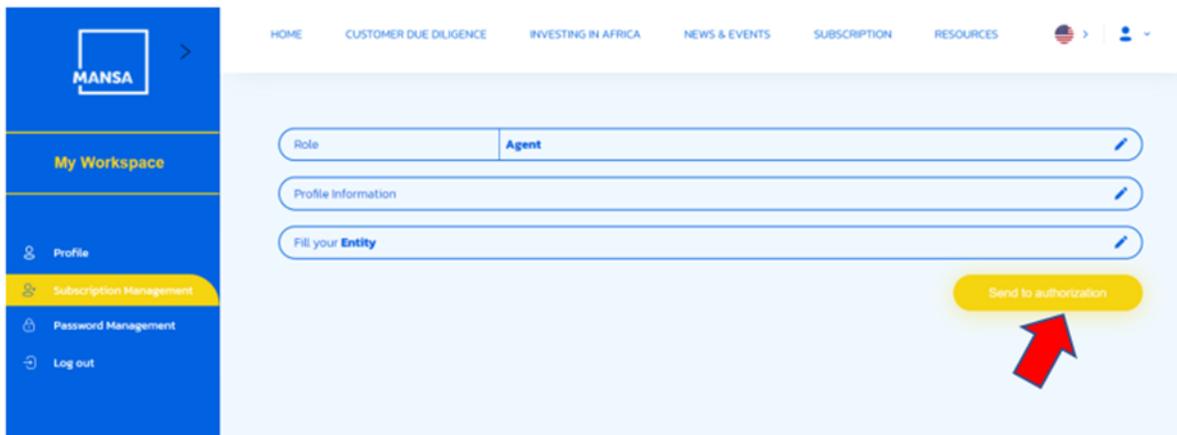
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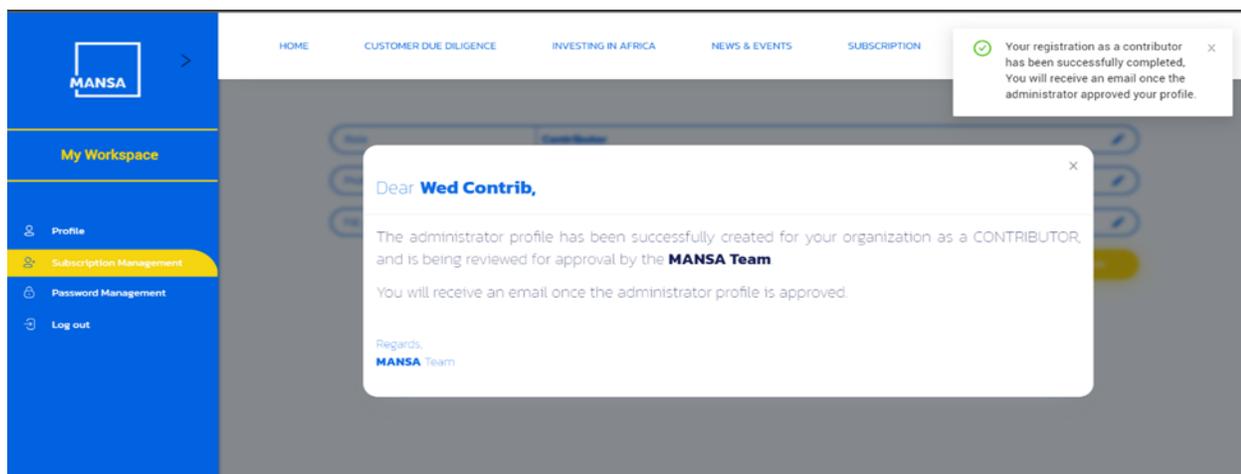
Accept terms and conditions or download and reattach the terms and conditions.

Click "Proceed"

Click "Send to Authorization"



You will receive a notification as shown below:



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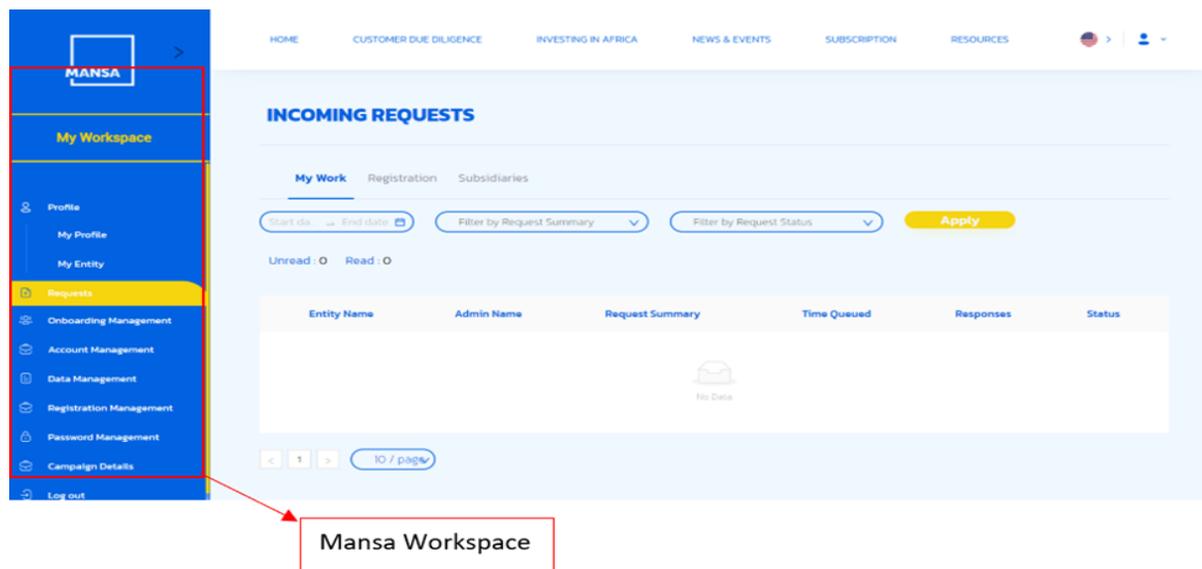
NB: your request will be sent to Afreximbank Mansa Administrator, and you will be notified via email once your request has been approved.

Navigate to your mailbox and click "get started".



You can do the following on the workspace:

- View and edit your Contributor profile.
- Contribute CDD profile.
- Manage contributor user accounts (Maker, checker, verifier & publisher)
- Manage data.
- Manage Passwords
- View campaign details.
- Logout of Mansa.



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CREATING USERS (MAKERS & CHECKERS)

As a contributor administrator, it is important to assign roles to members of your team to make the CDD contribution process seamless.

There are (2) necessary roles that needs to be assigned to team members, and these include:

Role	Description
Maker	The role is responsible for uploading the company's information and document to the MANSA Platform
Checker	This role is responsible for approving the registration and data uploaded.

Complete the steps below to create a user:

Step 1: Click **"Account Management"**

Step 2: Click **"Manage Users"**

Step 3: Select **"Administrators contributors"**

Step 4: Click **"Add"**

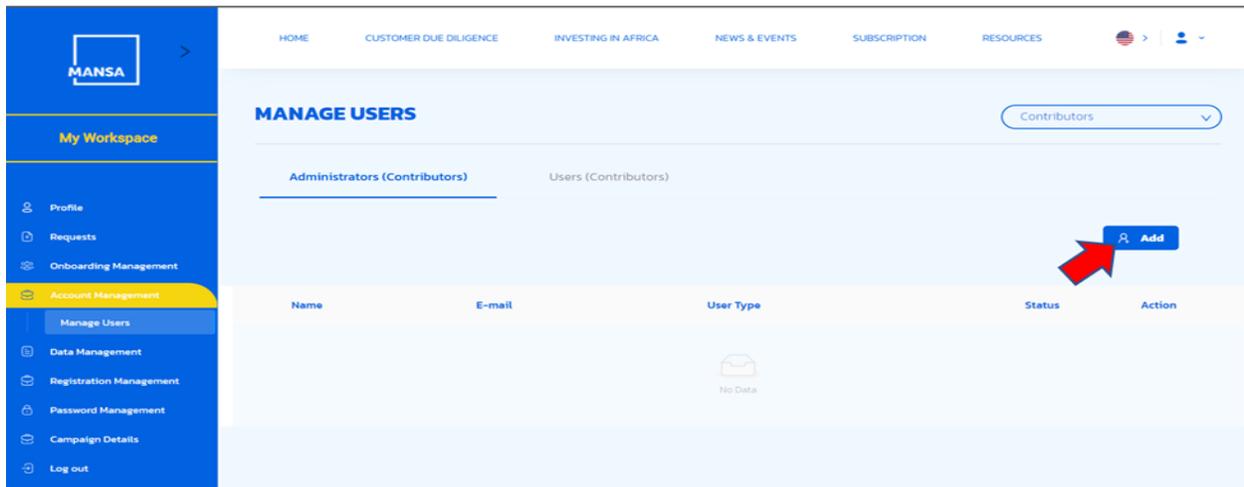
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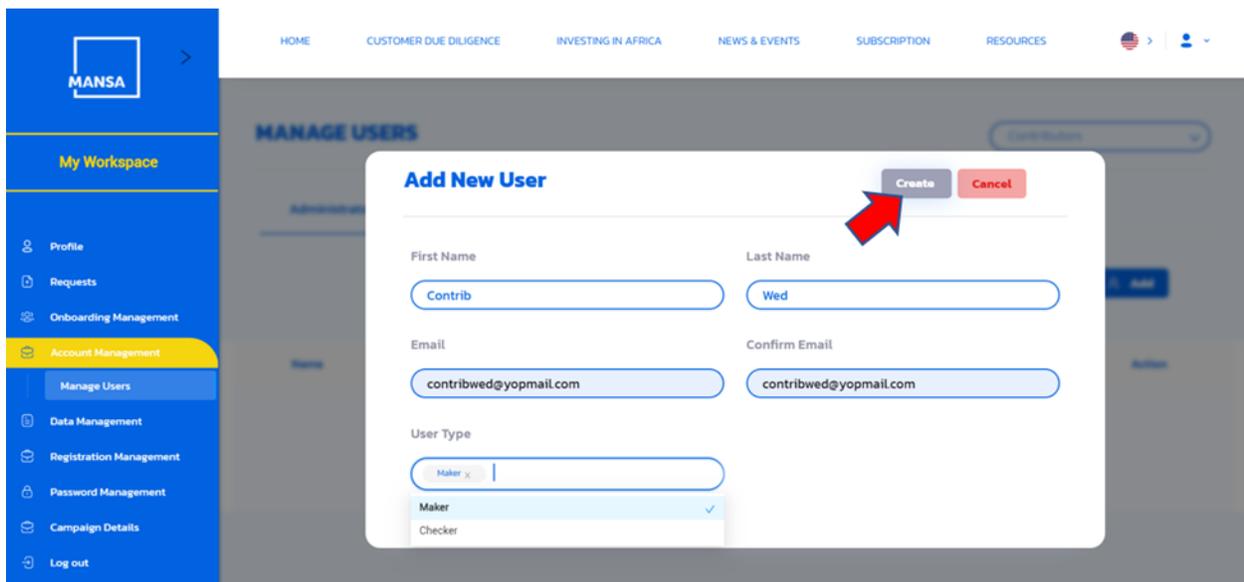


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Step 5: Input the user details (Name, email).

Step 6: Select user type (Maker and/or Checker). Select the one that applies to the user being created.



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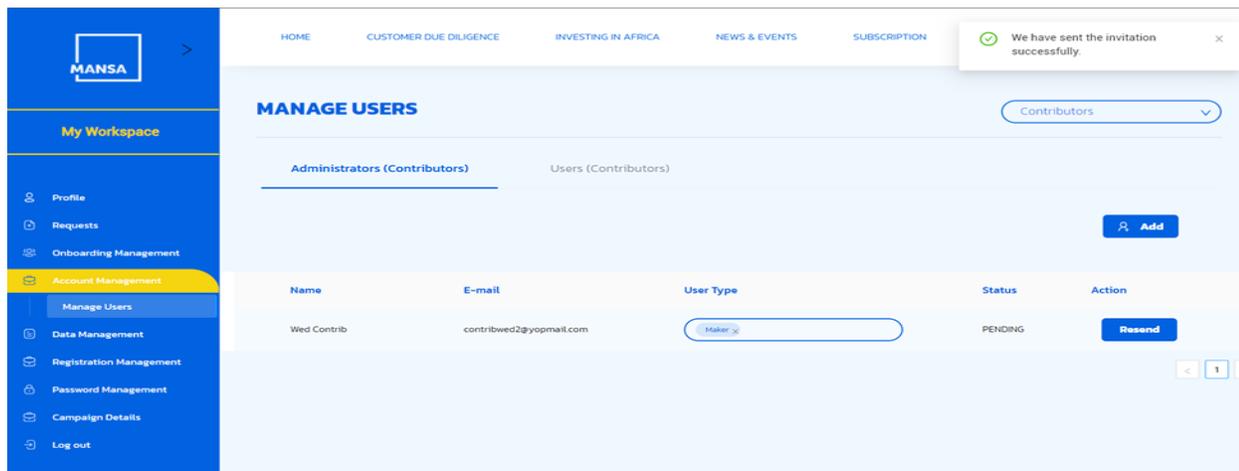


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Step 7: Click **“Create”**

NB: You will be directed to the page below. You will also receive a notification stating that the invitation has been sent to the user’s email address.



Step 8: The user will now get an invitation email to finish their account registration on MANSA. The user will need to click on **“Access Account”** where they will be redirected to MANSA platform to finish setting up their account.

Step 9: Click **“Create account”**

Step 10: Sign in with your new credentials. Contributing CDD data:

After successfully onboarding a contributor, the next step is to contribute CDD data.

CONTRIBUTE TO CDD DATA

Follow the steps below to contribute CDD data.

Step 1: Click **“Onboarding Management”**

Step 2: Click on **“Contribute CDD data”**

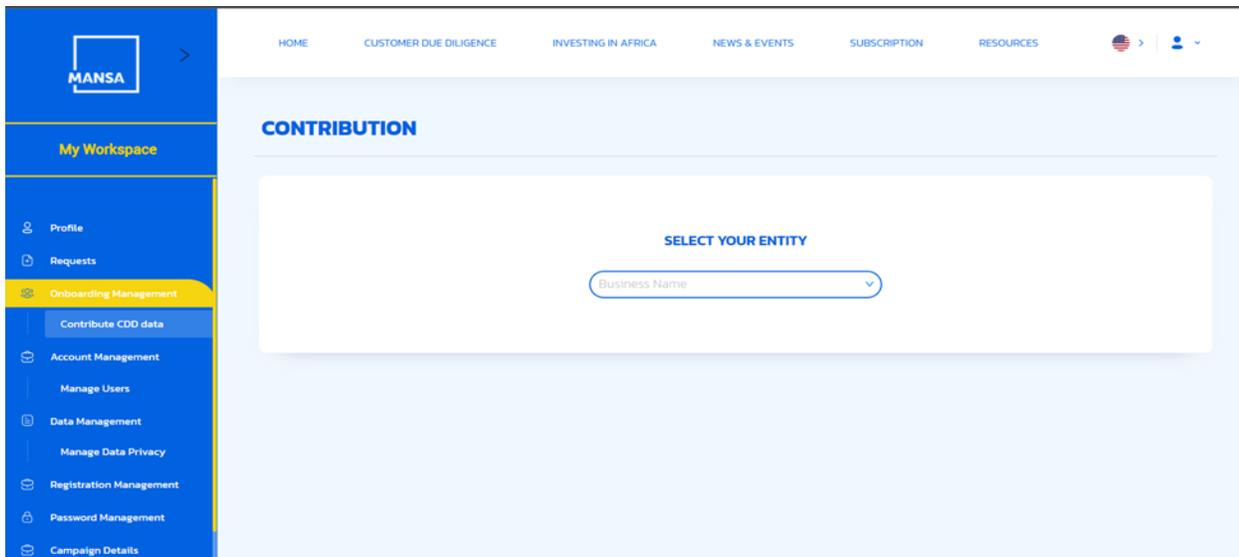
Step 3: Select the entity by clicking the drop-down arrow under **“Select Your entity”**.

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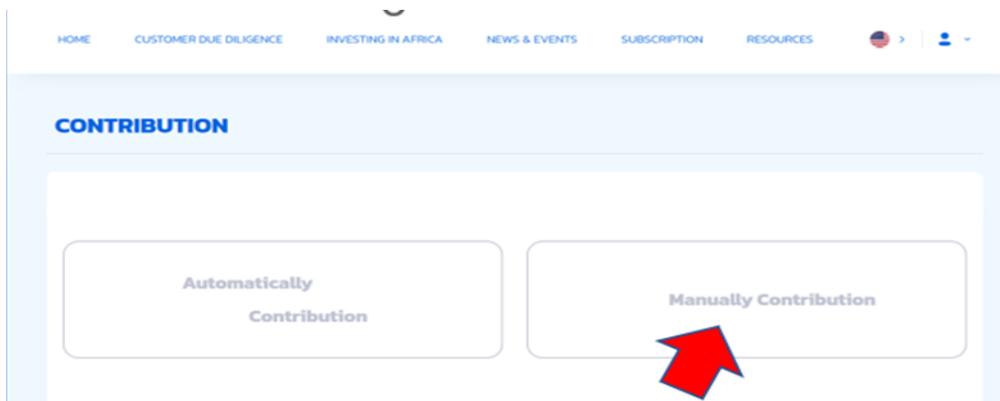


SELECT YOUR COMPANY'S NAME FROM THE DROPDOWN, IT WILL OPEN TO AN **8 FIELDS** OF REQUIRED DATA AND DOCUMENTATION, UPLOAD DOCUMENT AND COMPLETE THE FIELDS AS REQUIRED AND APPLICABLE TO YOU TILL THE END.

PART 5: SUBMITTING OF VITAL DOCUMENT TO THE PLATFORM

Step 4: Click **"Manual Contribution"**

SELECT CONTRIBUTE FROM THE LEFT,



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Step 5: Click **“Proceed”**

Step 6: Select **BUSINESSINDEX-NIGERIA** from the list as your verifier

CLICK HERE TO SELECT BUSINESSINDEX-NIGERIA AS VERIFIER

Click Continue

Step 7: Input the entity details in the CDD form and click **“continue”** to proceed to next section.

Step 8: Make sure to select BusinessIndex -Nigeria in the **“Independent reviewing/ Verification entity”** for each section.

Select independent reviewing/verification entities *

Required fields * 5.88%

Select one or more

Save and close Save Continue

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CLICK SAVE, CONTINUE TO NEXT PAGE; KEEP SELECTING **BUSINESSINDEX-NIGERIA AS THE**

VERIFIER TILL END AND LAST PAGE

Step 9: Complete the CDD form by filling all six forms (Identification, Ownership and Management, Business Information, Compliance Information, Financial Information, and association & membership)

Step 10: On the summary page, review the details you have contributed and click **“complete”** to submit the contribution to a checker for approval.

HOME CUSTOMER DUE DILIGENCE INVESTING IN AFRICA NEWS & EVENTS SUBSCRIPTION RESOURCES

CONTRIBUTION

Identification Ownership & Management Business Information Compliance Information Financial Information Other Summary

Back Complete

Click “Complete” to submit the CDD contribution to a checker.

Identification

Legal Name :
Trading Name : demo 2
Legal Form : Limited Company
Registered Address :

Step 11: You will get a notification that the contribution has been submitted.

Step 12: Click on **“Requests”** to view the status of the request.

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MANSA

My Workspace

Profile

Requests

Onboarding Management

Contribute CDD data

Onboard a Contributor

Account Management

Data Management

Registration Management

HOME CUSTOMER DUE DILIGENCE INVESTING IN AFRICA NEWS & EVENTS SUBSCRIPTION RESOURCES

My Work Registration Subsidiaries Customer Due Diligence Profiles

Start → End d Filter by Request Summary Filter by Request Status Apply

Unread: 5 Read: 0

Entity Name	Admin Name	Request	Status
demo 2	Demo Agent	Under Review	New
test 2	Demo Agent	Under Review	New
demo1	Demo Agent	Under Review	Delayed
demo business	Demo Agent	Under Review	Delayed
Test business	Demo Agent	Under Review	Delayed

Click "Complete" to submit the CDD contribution to a checker.

CHECK/APPROVE CDD REQUESTS.

The checker user will login to the system to approve requests on the portal. Please follow the steps below to check/approve CDD requests.

Step 1: Checker logs in to the platform.

Step 2: Click on "Request"

Step 3: Navigate to the new request.

MANSA

My Workspace

Profile

Requests

Onboarding Management

Data Management

Password Management

Campaign Details

Log out

HOME CUSTOMER DUE DILIGENCE INVESTING IN AFRICA NEWS & EVENTS SUBSCRIPTION RESOURCES

My Work Registration Subsidiaries Customer Due Diligence Profiles

Start → End d Filter by Request Summary Filter by Request Status Apply

Unread: 1 Read: 0

Entity Name	Admin Name	Request Summary	Time Queued	Responses	Status
testagent	Test Agent	Review Application	08:11 PM	View	New

Click "View" to see details of the CDD.

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Step 4: Click “View”

Step 5: Navigate to compliance Information. Scroll down to “Compliance Information.” the checker will need to include their position.

7	Can you confirm that a register of owners or shareholders is being kept and is always up to date?	Yes
8	Can you confirm your business files annual returns on time with Company Registrar or designated authority in your country, where required or given option to.	Yes
9	Businesses are encouraged to file an annual return with the Company Registrar or relevant authority	Yes
10	Can you confirm that your business letters are sent with official documents bearing your business names	Yes

Completed/Submitted By : testagent checker1

Position (*) :

Print

Checker to insert
their position.

Step 6: The checker will review the details of each section and input comments where necessary.

Step 7: Click “Approve” to approve the request and send to the verifier.

Note:

- If the checker rejects, the submission/profile will be terminated
- If the checker Approves, the submission will be sent to the verifier
- If the checker requests update, the submission will be sent to the Maker for update.

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PART 6 REVIEW YOUR DATA BEFORE SUBMISSION

CLICK THE + SIGN TO REVIEW YOUR DETAILS IN EACH SECTION, THEN CLICK ON COMPLETE TO SUBMIT.

CONTRIBUTION

[Back](#) [Complete](#)

+	Identification
+	Ownership and Management
+	Business Information
+	Compliance Information
+	Financial Information
+	Other Information

[Back](#) [Complete](#)

CONTRIBUTION

Contribution Success
Your data has been sent to the authorizer for review.

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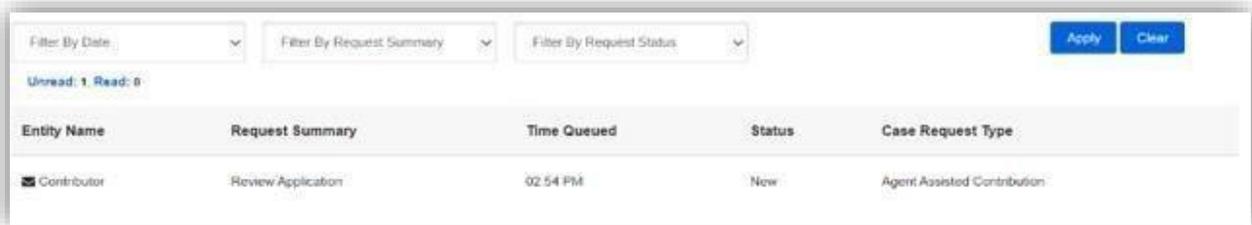
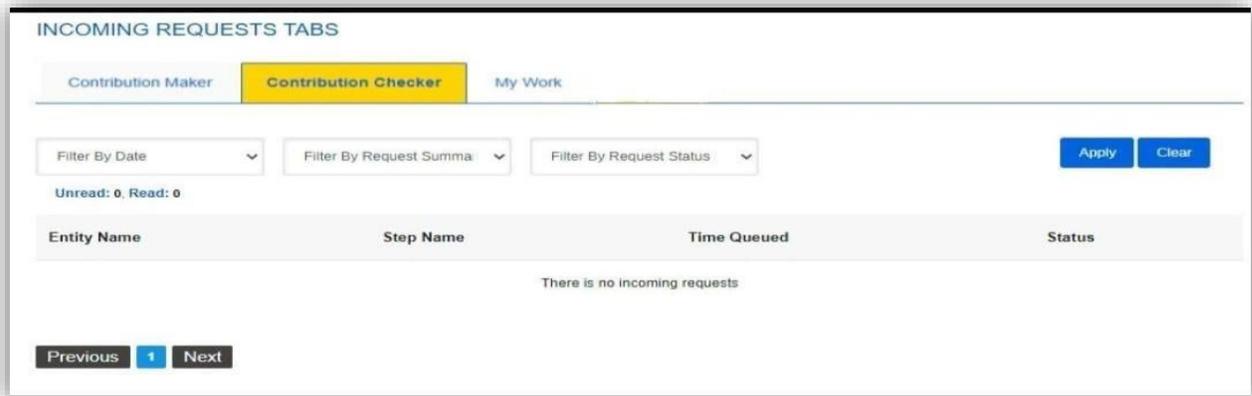
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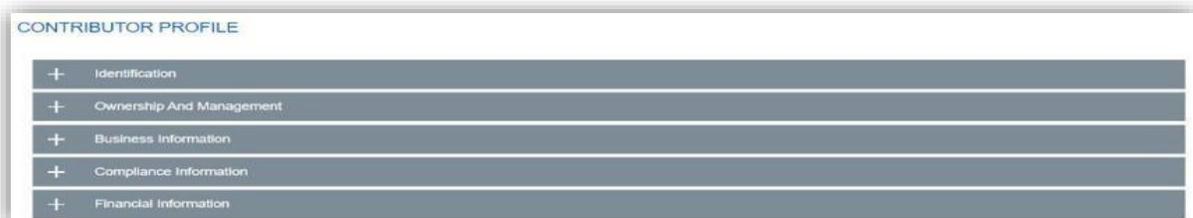
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PART 7: A SUPERVISOR (CHECKER) RECIEVES THE DATA SUBMITTED, CROSS CHECKS THE DATA AND APPROVES

AFTER SUBMITTING, THE PROFLE WILL BE REDIRECTED TO THE CHECKER TO APPROVE IT. THE CHECKER WILL FIND THE CASE IN THE NEW INCOMING REQUESTS. IN THE CONTRIBUTION CHECKER TAB, HE WILL OPEN THE CASE.



THE CHECKER **CLICKS ON THE + TO VERIFY THE INFO AND MUST ENTER HIS DETAILS AND POSITION IN THE COMPLIANCE INFORMATION SECTION; LIKE**



MD, CEO, COO, CFO, ETC. TO APPROVE THE PROFILE

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THEN PRESS **APPROVE OR REJECT** (IF UPLOADED INFO IS FALSE) OR REQUEST UPDATE (IF UPLOADED INFO IS NOT ACCURATE).

Declaration Information

Completed/Submitted By: Checker 234

Position:

SIGNED COMPLIANCE QUESTIONNAIRE AND STATEMENT ⓘ

No file chosen

NOTE

- If the Checker rejects; your submission/profile will be terminated.
- If Checker requests for more info/update, your profile will be returned back to the maker.
- If approved, your profile will be moved to the next step which is Verifier's step.

The **verifier (BUSINESSINDEX-NIGERIA)** will verify the uploaded profile/information; either OK it and pass to Afreximbank for approval or request for more information, if information is missing.

At each stage, **the system will notify you on the status of your profile** up to the point of approval and publish.

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