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**OUR REF: TED/AD/24/2005**

**February 21, 2005**

**TO: ALL AUTHORISED DEALERS**

**NOTICE OF SENSITISATION WORKSHOP ON THE NEW FOREIGN EXCHANGE MANUAL HOLDING AT GATEWAY HOTEL, ABEOKUTA FROM MARCH 7 – 10, 2005**

This is to inform all Authorised Dealers that a sensitization workshop on the new Foreign exchange manual has been scheduled to hold at Gateway Hotel, Abeokuta between 7<sup>th</sup> and 10<sup>th</sup> March, 2005.

The workshop will hold in two runs of 2 days each for banks' staff involved in foreign exchange and treasury functions. The focus of the workshop is to enlighten participants with the provisions of the new Manual. As the Manual will become operational at the end of the workshop, Authorised Dealers are enjoined to nominate appropriate officers to attend.

In order to ensure that many staff benefit from the workshop, Authorized Dealers are advised to nominate more than one participant and spread them between the two runs.

The programme will hold at 9.00am daily except on the first day when registration will commence at 8.00am. The workshop fee is N27,500.00 (Twenty seven thousand five hundred Naira only) per participant and covers course fees, writing materials, a copy of the new Foreign Exchange Manual, group lunch, tea/coffee and snacks, but excludes accommodation and other meals. However, arrangement has been made at Gateway Hotel Abeokuta, for a 15% discount on normal room rates for workshop participants.

Banks are enjoined to forward the names of their nominees together with two drafts for N2,500.00 (Two thousand five hundred Naira) payable to ***Central Bank of Nigeria - Forex Forms Proceeds Account*** and N25,000.00 (Twenty five thousand Naira) payable to ***Central Bank of Nigeria - FEM Training Account***, respectively. The drafts should be forwarded to the Assistant Director Foreign Exchange Management Office, Trade & Exchange Department, Central Bank of Nigeria, Abuja or the Senior Manager, Data Management Office, Trade & Exchange Department, CBN, Lagos on or before March 3, 2005.

Please note that participation will be on the basis of first come first served. For the avoidance of doubt, only participants who have paid on or before the deadline will be allowed to attend the workshop.



**O. O. AKANJI (MRS)**

**DIRECTOR**

**TRADE & EXCHANGE DEPARTMENT**