

1. Send Completed Entry Form spreadsheet for the school via email to cieexampayments@ng.britishcouncil.org and **include in the email**
 - Number of Candidates registered on the spreadsheet
 - Number of Checkpoint / IGCSE / O Level / AS Level / A Level subject registered
 - Total Cost
2. Send in the following documentation by courier to the appropriate British Council Exam Centre
 - Copy of Student ID
 - Two passport photos. Staple the two passport photos to the copy of student ID

Following information must be written at the back of all documents/Photos sent.

- CIE attached Centre Number
- Candidate Number as shown on Entry Form spreadsheet

3. British Council will raise an Invoice to be paid immediately by schools

Standard Chartered Bank

Depositor's Name: **NG** ___ ___ Invoice Num _____

British Council Account number is **0000039101**

Bank code is **068**

Branch code is **150015**.

Branch address is Ajose Adeogun, Victoria Island, Lagos

4. Once payment is made, email cieexampayments@ng.britishcouncil.org with following information: Invoice Number, Date Payment made and Amount paid
5. **Spread sheet will ONLY be uploaded to CIE when Invoice is paid and email with evidence of payment is received.**
6. Additional Charges exist for Amendment of Entries. Please see the fees list for details.
7. When Making Amendments, send the amendment form direct to cieexampayments@ng.britishcouncil.org

Any changes to your entries after your entry form has been submitted must be made to your copy of the entry form and sent to us. This includes adding syllabus entries to existing candidates, adding new candidates, withdrawing candidates or syllabuses, or changing candidates' personal information.

IMPORTANT: Do not submit entry amendments or additional entries on a new copy of the entry form as this may cause your existing entries to be overwritten.

8. British Council will raise an Invoice for amendments to be paid immediately by schools
9. Once payment is made, email cieexampayments@ng.britishcouncil.org with following information: Invoice Number, Date Payment made and Amount paid
10. Amended Spreadsheet will ONLY be uploaded to CIE when Invoice is paid and verification email received.

Please note: **You can pay at First Bank only if you have the pre-printed teller with British Council details.**