

**To:** All members of UTIN Implementation/Steering Committee

**From:** The UTIN Project Secretariat

**Subject:** Invitation to the UTIN Implementation Committee Meeting

This is to invite all the members of the UTIN Implementation Committee to the meeting of the committee. The meeting is scheduled as follows:

**Date:** Friday 16<sup>th</sup> October, 2009.

**Venue:** JTB Conference Room, ETF Building Maitama, Abuja

**Time:** 9.00am

**Agenda**

- 1) Opening Prayer - 3 minutes
- 2) Chairman's address - 5 minutes
- 3) Adoption of the agenda - 5 minutes
- 4) Introduction of new members (if any) - 3 minutes
- 5) Reading, Amendment and Adoption of the previous minutes - 15 minutes
- 6) Matters Arising - 30 minutes
- 7) Infrastructure & Systems Sub-Committee to present report on RFI Evaluation for approval - 20 minutes
- 8) The Recruitment Sub-Committee to present the report on the UTIN Support Staff for approval - 15 minutes
- 9) The Infrastructure and Systems Sub-Committee to present the draft copy of the RFP for approval - 15 minutes
- 10) Report from the Project Team - 20 minutes
- 11) AOB - 20 minutes
- 12) Adjournment - 2 minutes
- 13) Closing. - 2 minutes

Nkemakosi Kingsley  
(Project Secretary)

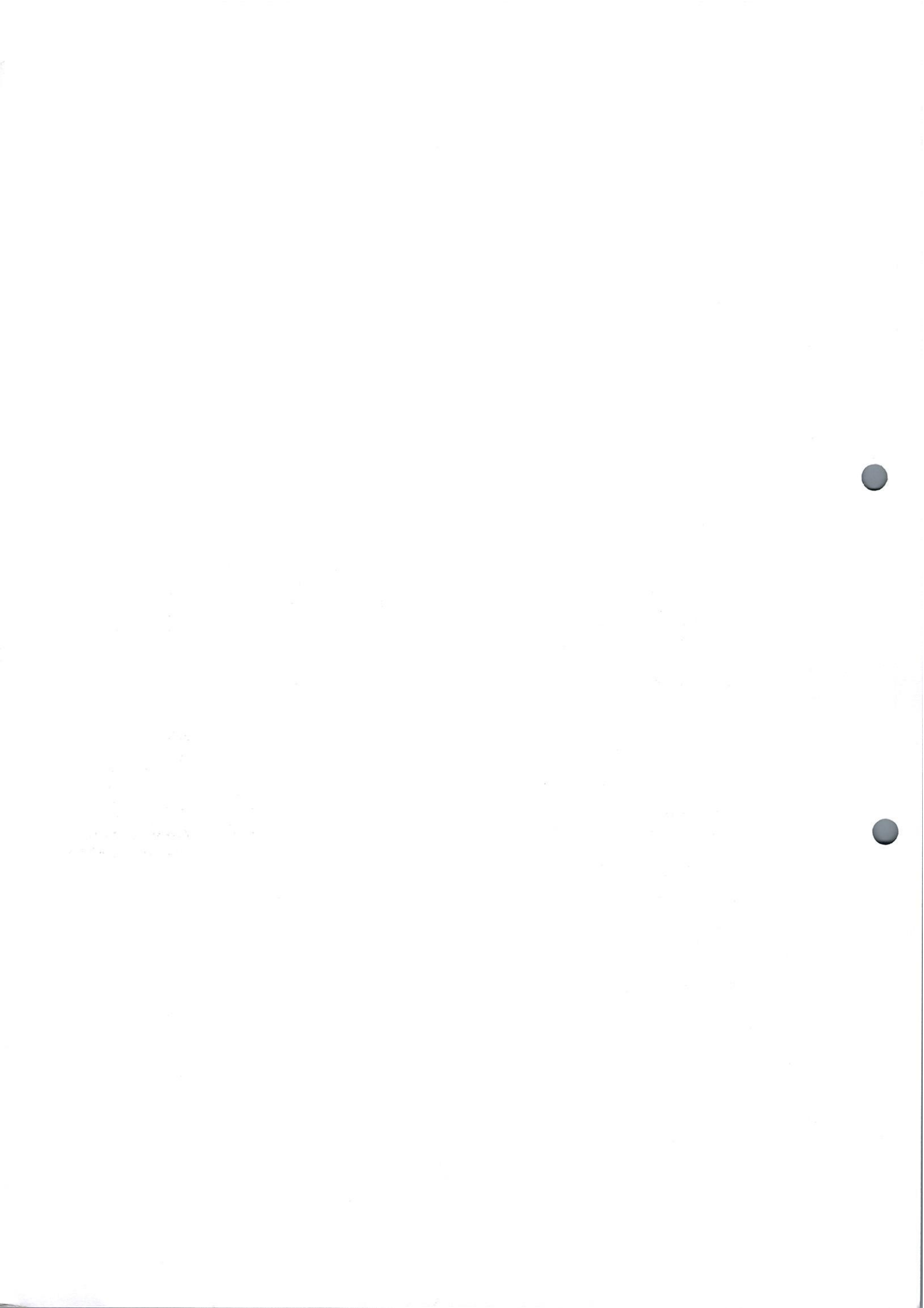


## UTIN IMPLEMENTATION/ STEERING COMMITTEE MEETING HELD ON

26<sup>TH</sup> AUGUST, 2009

### MATTERS ARISING

<b>S/N</b>	<b>ACTION POINTS</b>	<b>RESPONSIBILITY</b>	<b>REMARKS</b>
<b>1</b>	Conclusion on the engagement of Messrs; Lowe Lintas.	Project Team	
<b>2</b>	Update on UNDP follow-up	F&F Sub-Committee	
<b>3</b>	Update on the counter-part funding by the States in line with agreed FAAC formula from NGF and NEC.	PT/SJTB	
<b>4</b>	Updates on the visit of the Economic Adviser to the President and Secretary to the Government of the Federation	PT/SJTB	
<b>5</b>	Draft of oath of secrecy	PT/SJTB	
<b>6</b>	Setting of clear targets to measure the performance of the Project Team members	Steering Committee	
<b>7</b>	Update on the development and running of the JTB/UTIN Website	PT/SJTB	running since Sept. 10, 2009
<b>8</b>	Securing the attendance of the Clerk of the National Assembly representative	PT	
<b>9</b>	Update on the procurement process by the Technical Working Group (TWG)	TWG	



# DRAFT

## OATH OF SECRECY FOR STEERING COMMITTEE AND PROJECT TEAM MEMBERS OF THE UNIQUE TAXPAYER IDENTIFICATION NUMBER (UTIN) PROJECT

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I..... do solemnly make oath and declare as follows:

(i) That I shall give my best to the UTIN Steering Committee to which I have been elected/ appointed/recruited as a member.

(ii) Accordingly, I shall <sup>not divulge/disclose any official</sup> ~~keep all official secrets~~ information of the <sup>Project</sup> ~~Steering Committee~~ and shall never divulge same to unauthorised persons.

(iii) I shall always strive to uphold and protect the provisions of the approved UTIN Rules and Regulations ~~which is the enabling enactment~~ of the UTIN Project and also to protect and uphold the integrity of the Joint Tax Board always.

So help me God/Allah

Name: .....

Date: .....

Signature: .....

Organisation .....

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