



FEDERAL REPUBLIC OF NIGERIA

# INVESTOR'S GUIDE

AT THE

# OSIC ONE-STOP INVESTMENT CENTRE



FEDERAL MINISTRIES



CAC



FIRS



NIS



NOTAP



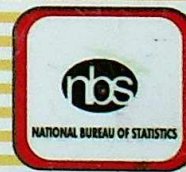
NAFDAC



SON



CBN



NBS



FCTA



NIMASA



NERC



NERC



MAN



PCN



NNDC



OIC



BPP



DPR



NSCDC



## NIGERIAN INVESTMENT PROMOTION COMMISSION



FEDERAL REPUBLIC OF NIGERIA

NIGERIAN INVESTMENT  
PROMOTION COMMISSION



**NIPC**

INVESTOR'S  
GUIDE

AT THE OSIC

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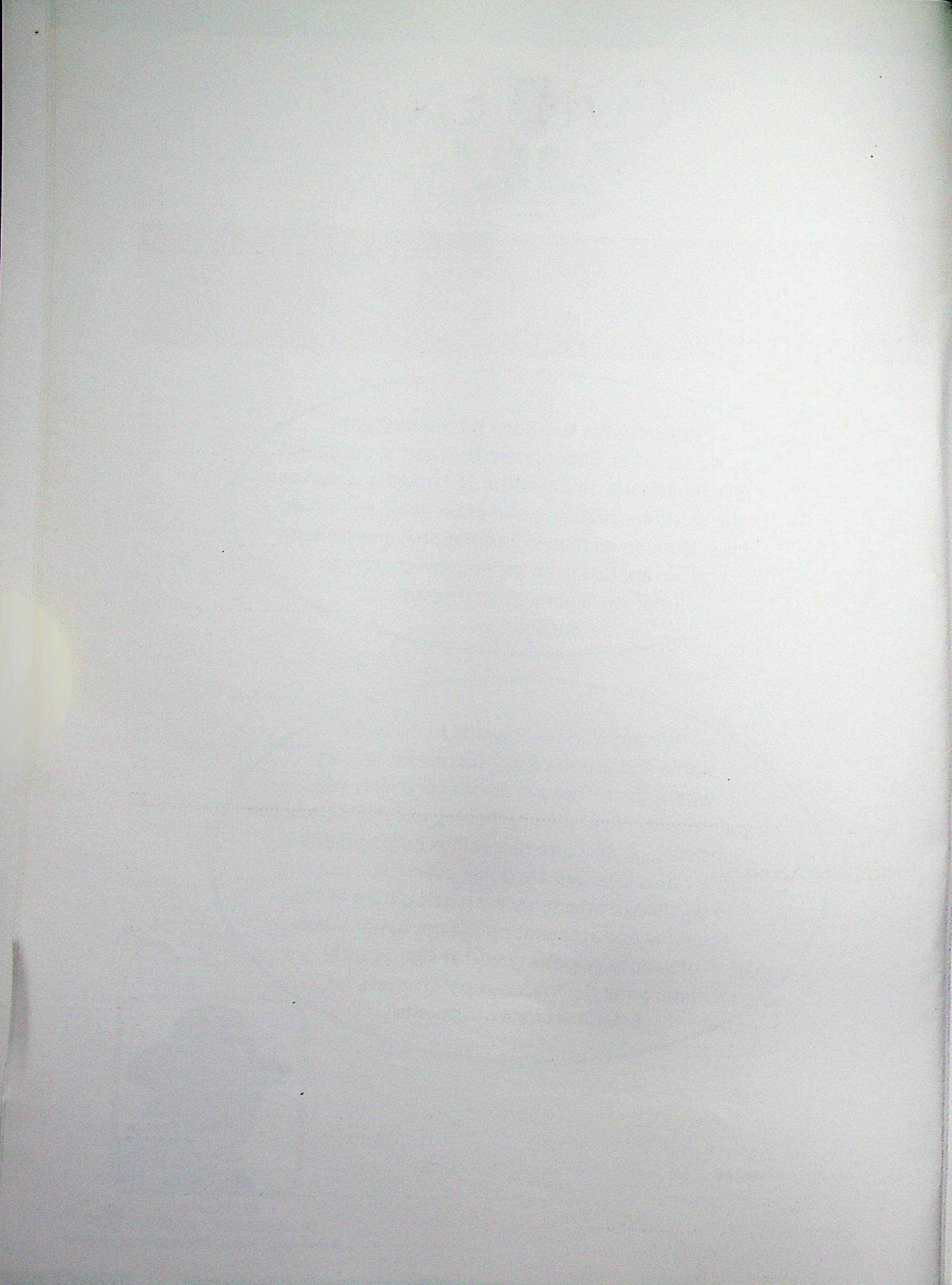
**Quotes on Investments by  
His Excellency  
President Dr. Goodluck E. Jonathan, GCFR**

“We will work to bridge the funding gap that we see as an impediment to meeting our target of placing Nigeria amongst the 20 largest economies in the world by 2020 and one of the ways we can do this is through increased international investment and we are taking all the steps necessary to improve Nigeria as an investment destination”.

“We are working towards a politically stable and economically successful country where the security of life and property will be guaranteed. We are strengthening our democracy and insisting on absolute respect for human rights and social values. We are doing everything possible to encourage private sector participation in the economy and accelerating the implementation of various reforms aimed at significantly improving Nigeria's competitiveness for private sector investments”.



**His Excellency  
Dr. Goodluck E. Jonathan, GCFR  
President, Federal Republic of Nigeria**



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# INTRODUCTION

The global race to attract and retain Private Capital Flows especially for developing economies has assumed a very important role today more than in any other time in our history. Private Capital Flows, especially Foreign Direct Investment (FDI), have been recognized to be crucial to government's effort at creating wealth, opportunities, and general growth and development of the economy.

Most investors today view the investment climate of a country as one of the most important determinants of the direction/destination of their investment. As highlighted by the World Bank in its annual 'Doing Business' surveys, bureaucratic bottlenecks in processing necessary licenses/permits for business establishments, is one of the major encumbrances to doing business.

The Federal Government in an effort to create an enabling environment has embarked on public service reforms to enhance the quality and speed of public service delivery in all spheres of government. In line with this overriding objective, the Federal Government established the One Stop investment Centre (OSIC) at the Nigerian Investment Promotion Commission to facilitate and fast track the processing and issuance of necessary licenses/permits for business establishments in Nigeria.

OSIC is guided by core principles. These are Convenience of the investors; Efficiency & Speed in service delivery, Transparency and Simplicity of the process. At the moment, 26 frontline Agencies are currently providing services at OSIC.

This compendium has been designed as a guide to provide investors with all necessary information on license/permit requirements, fees and charges for services rendered at the Centre. We shall continue to fine-tune and improve on services, targets and standards.

Company incorporation and start-up approvals for business establishment are to be concluded within 24 hours of satisfactory submission of all necessary documentation.

The investment community is therefore invited to take advantage of this initiative, which we hope, will greatly help in reducing the cost of doing business while facilitating business entry into the Nigerian economy. On our part, NIPC is determined to make a success of this initiative to the applause of all stakeholders especially investors.

Thank You.

**Engr. Mustafa Bello, FNSE**  
**Executive Secretary/CEO**  
**Nigerian Investment Promotion Commission (NIPC).**

# COUNTRY PROFILE



## GEOGRAPHY

**Location:** Western Africa, bordering the Gulf of Guinea, between Benin and Cameroon

**Geographic Coordinates:**

10 00 N, 8 00 E

**Land:** Total: 4,047 km

**Boundaries:** Border Countries: Benin 773 km, Cameroon 1,690 km, Chad 87 km, Niger 1,497 km

**Area:** Total: 923,768 sq. Km.

**Maritime: Claims:** territorial sea: 12 nm

**Exclusive Economic Zone:** 200 nm

**Continental Shelf:** 200 m depth or to the depth of exploitation

### **Natural Resources:**

Natural gas, petroleum, tin, iron ore, coal, limestone, niobium, lead, zinc, bitumen, bauxite, arable land, etc.

### **Land use:**

Arable land:	31.29%
Permanent crops:	2.96%
Others:	65.75% (2001)
Irrigated land:	2,330 sq. Km.

**Population:** 162,470,737 (2011 est.)

### **ECONOMY:**

**Currency:** Naira

**Exchange rates:** Naira (NGN) Per US Dollar – 153.7 (2011 est ),  
158.0 (2012)

### **GDP (purchasing power parity):**

\$414.5 billion (2011 est.)

\$387.8 billion (2010 est.)

\$356.7 billion (2009 est.)

*note: data are in 2011 US dollars*

### **GDP - real growth rate:**

6.9% (2011est.)

8.7 % (2010est.)

7.0% (2009est.)

### **GDP - per capita (PPP):**

\$2,600 (2011est.)

\$2,500 (2010est.)

\$2,300 (2009est.)

*note: data are in 2011 US dollars*

### **GDP - composition by sector:**

Agriculture: 35.4%

Industry: 33.6%

Services: 31%

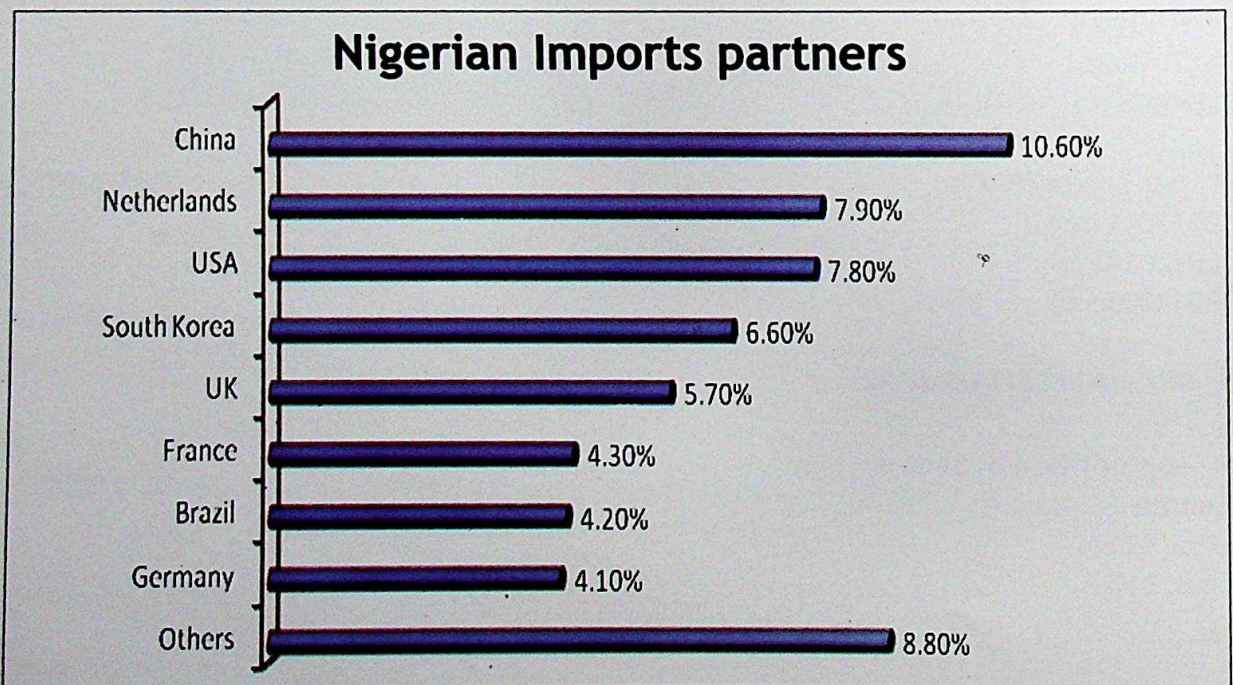
**Exports:** \$83.09 billion f.o.b. (2008 est.)

**Exports - commodities:** Petroleum and Petroleum Products 95%,  
Cocoa, Rubber



**Imports:** \$46.36 billion f.o.b. (2008 est.)

**Imports - commodities:** machinery, chemicals, transport equipment,  
manufactured goods, food and live animals



**Reserves of Foreign Exchange and Gold:**  
\$72.04 billion (31 December 2008 est.)

## WHY INVEST IN NIGERIA?

- Nigeria's democracy is fully stable and resilient
- A One Stop Shop in place for prompt investment entry approvals
- Fully liberalised economy and foreign exchange regime
- Functional, efficient and responsive banking services with foreign currency denominated account facilities to foster international trade
- Availability of labour force that is skilled, trainable, adaptable and competitive
- Attractive and negotiable incentive packages for investors
- Constitutional guaranties and safeguards against nationalization and expropriation of investments
- Member of Multilateral Investment Guarantee Agency (MIGA)
- Intellectual Property Rights
- Excellent Telecommunications facilities
- Wide market access
  - Domestic market of 150 million people with relatively high purchasing power.
  - ECOWAS Market of 250 million
  - Preferential duty treatment and access to markets in USA and EU Countries, AGOA, NEPAD, etc.
- Enduring economy:
  - Sovereign Risk Rating of BB<sup>-</sup>
  - More than 8% Annual growth rate
  - Inflation down to 13% from 34%
  - International reserves at record highs
  - Declining corruption – World Bank Report 2006-10-05
  - Private sector participation in various forms: PPP, Strategic Alliance, Joint Ventures, Concessions, Management Contracts, Outright Sales, Financiers/Venture Capitalists
  - Flexible labour regulation, etc.



## CHAPTER

# 1

# OSIC AT A GLANCE

## 1.1 WHAT WE ARE

The One Stop Investment Centre (OSIC) is an intervention mechanism, conceived and designed to serve both as a mechanism and a strategy for investment facilitation and promotion which brings together relevant government agencies in one location under one roof for the purpose of removing administrative bottlenecks experienced by investors in the course of especially, business entry and doing business in Nigeria.

OSIC therefore coordinates and streamlines the processing and issuance of necessary business entry requirements by simplifying, shortening and clarifying administrative and regulatory requirements for entry into the economy.

The OSIC during the first phase of implementation commenced operations with 13 agencies which were later increased in the second phase to 26 including Regional Bodies for North, South-West and South-East / South-South respectively. More agencies will be included based on their respective roles in the investment facilitation process.

## 1.2 OUR MISSION

To facilitate hassle free investment/business entry in Nigeria and lower the cost of doing business thereby making Nigeria's business environment attractive and competitive.

## 1.3 OUR MANDATE

- To provide speedy, efficient and transparent services to foreign and domestic investors.
- To shorten and simplify administrative procedures for the issuance of business approvals, permits and licenses including company incorporation.

- To serve as the bastion for triggering of reforms in the public sector by adoption of best practices.
- To remove bottlenecks faced by investors in establishing and running business by intervening, advocating and following up on behalf of investors.
- To reduce the cost of doing business in Nigeria through transparent and corrupt-free dealings with investors.

#### 1.4 OUR SERVICES

- Granting of business entry approvals, licenses and authorizations.
- Provision of data and general information on the Nigerian economy, investment climate, legal and regulatory framework as well as sector and industry specific information to aid existing and prospective investors in making informed business decisions.
- Facilitation and follow up services on behalf of investors in all government Ministries and Agencies.

#### 1.5 THE OPERATING PRINCIPLES OF OSIC

The One Stop Investment Centre is guided by the following principles:

- Convenience of Investors
- Efficiency of the system
- Simplicity and clarity of procedures and processes
- Speed of service delivery
- Transparency
- Resourcefulness
- Teamwork and Synergy

#### 1.6 OUR SERVICE TARGETS

We are committed to:

- Providing Business Entry Services within **24 hours**.
- Providing other services within the shortest acceptable time.
- Providing electronic payment system to further enhance transparency, speed and convenience.
- Being courteous in our dealings with clients at all times.

- Treating our Clients honestly and on the basis of mutual trust and respect.
- Being resourceful in solving problems and complaints.
- Treating our Clients with utmost confidentiality if required.
- Maintaining a policy of Zero Tolerance on Corruption.

## **1.7 OUR CORE VALUES**

- Honesty
- Integrity
- Helpfulness
- Resourcefulness
- Trust
- Continuous Improvement
- Client-focused

## **1.8 OUR CLIENTS**

- Foreign and Local Investors – potential, existing and new investors
- Business Consulting Firms
- Accounting Firms
- Legal Firms
- Researchers
- International Agencies and development partners
- Government Agencies, etc

## **1.9 WHO IS AN INVESTOR?**

An enterprise that is engaged in a value added production or service supply processes, which may:

- Entail capital importation, in terms of funds, equipment and assets
- Provide employment opportunities to Nigerians
- Involve technology and technological transfer plans
- To a large extent entail local sourcing of raw materials for its production.

## **1.10 HOW YOU CAN HELP US**

- Ensure that all information required is correctly and promptly provided in line with the 24 hours approval time frame.

- We welcome your views and comments of our service offering.
- We may occasionally seek your input to random surveys of how you perceive our services and how we can improve on our services.

### 1.11 SHOULD WE DISSATISFY YOU

Complaints about the standard of service you receive from us, or about any failure on our part, to provide such services (or any demands for gratification) should be addressed to:

**The Executive Secretary,  
Nigerian Investment Promotion Commission (NIPC),  
Plot 1181, Aguiyi Ironsi Street,  
Maitama – Abuja**

**Tel: 234 (09) 2904882, 2904722  
: 234 (0) 809 770 1602**

**Email: [mustafa\\_bello@nipc.gov.ng](mailto:mustafa_bello@nipc.gov.ng)**

### 1.12 OUR NEAR-FUTURE GOALS

We aim at:

- Upgrading the way we deliver our web services in line with improvements in technology and the changing needs of investors
- Working closely with investors to develop special incentive package tailored toward the requirements of particular investments
- Communicating with investors in other international languages
- Becoming fully automated in our operations

### Our Web Services

Our website services will be available 24 hours daily at [www.nipc.gov.ng](http://www.nipc.gov.ng)

**Our E-mail Address: [osicinfodesk@nipc.gov.ng](mailto:osicinfodesk@nipc.gov.ng)**

### Contact Us

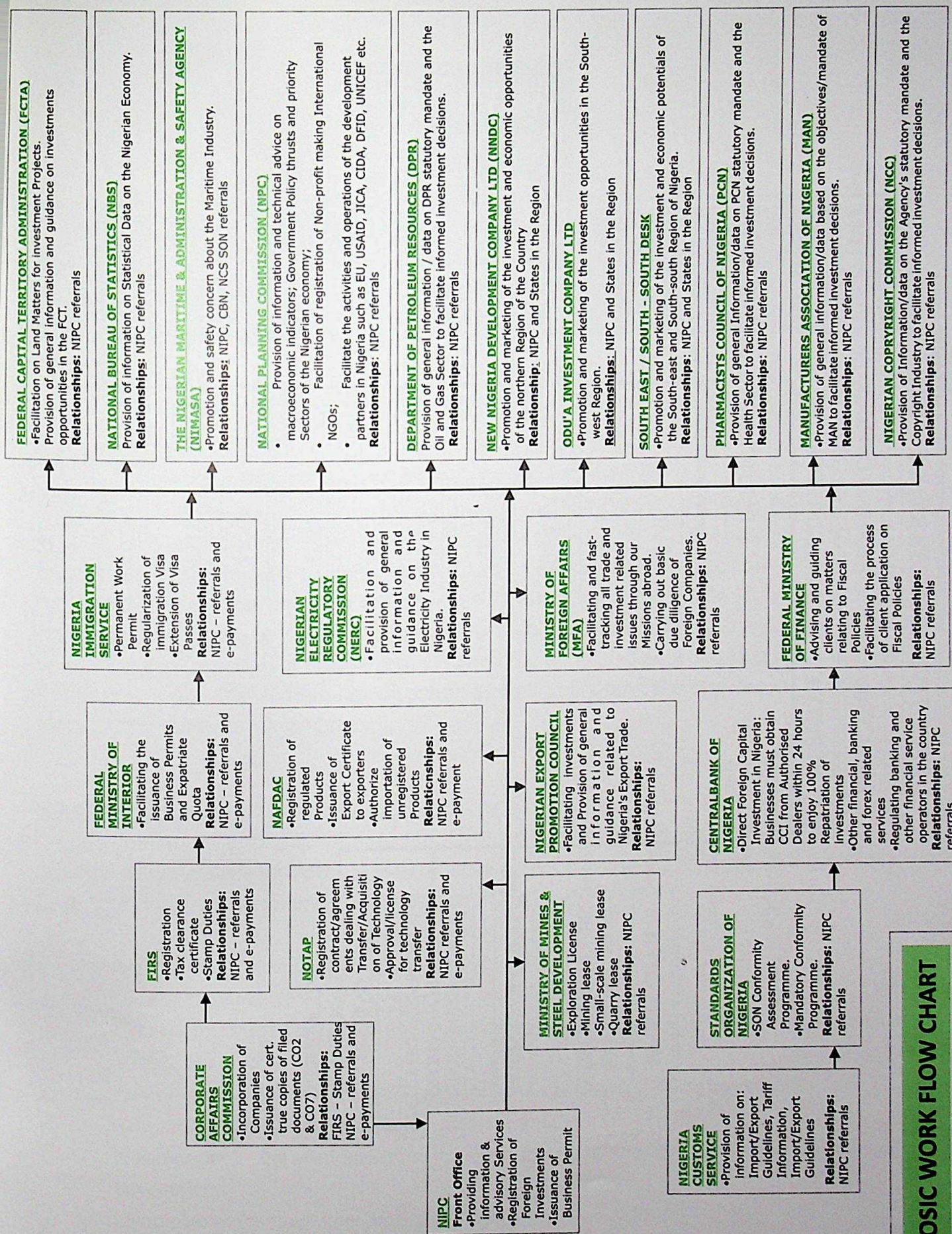
Our dedicated phone lines are:

**Tel: + 234 (9) 876 1585  
+ 234 (9) 876 1636**

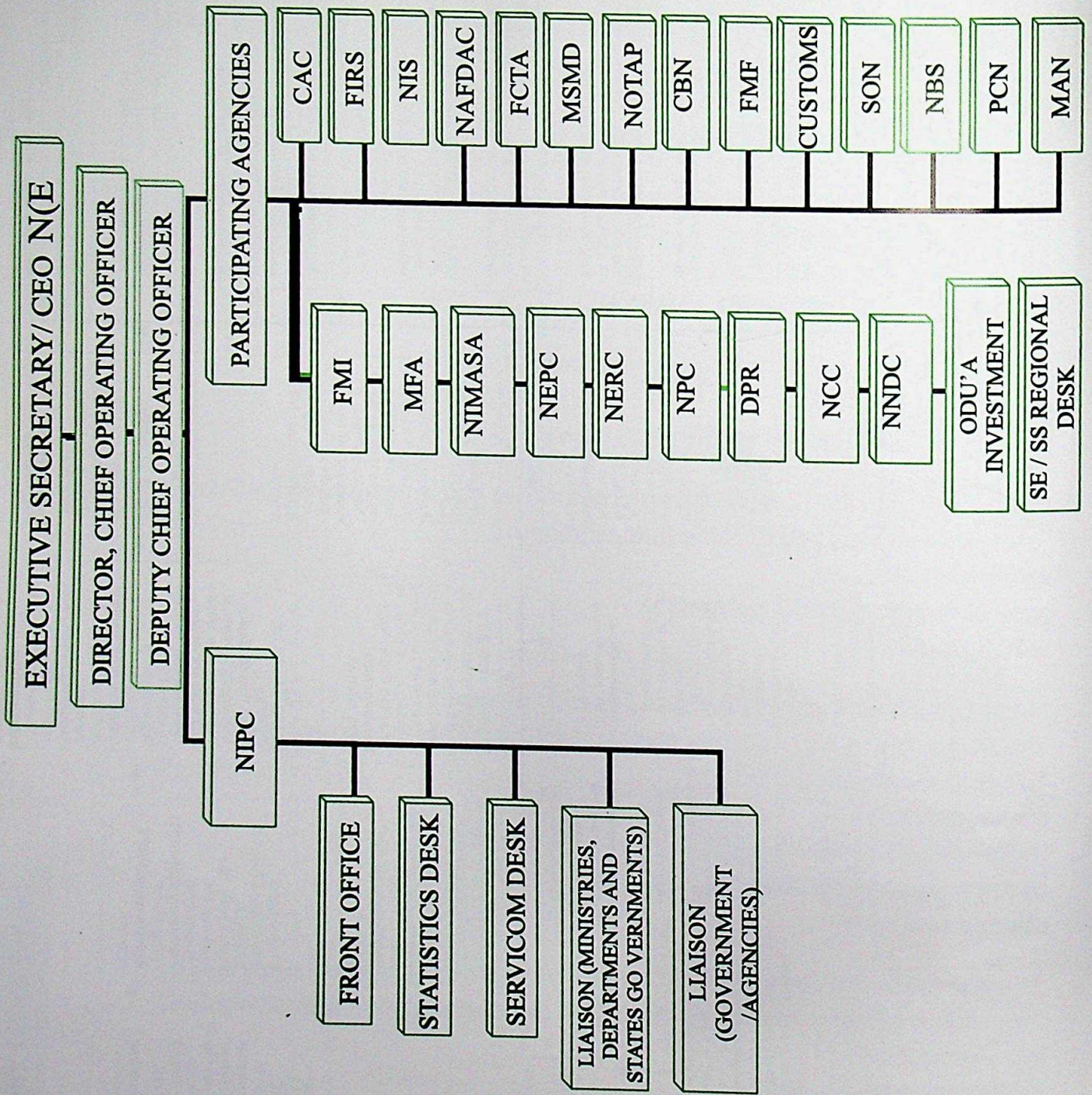
# TESTIMONIALS

## One Stop Investment Centre (OSIC): Initial reactions from investors...

- “I have seen many “One Stop Shops” across Africa never seen one so well run and ready to act”  
- **Christian Wright**  
**Director, Power Aldwych International UK**
- “I am incredibly proud of what the NIPC has achieved to date..... One –Stop Investment Centre is definitely a brilliant idea”  
- **The Managing Director**  
**Goldman Sachs International, London**
- “Highly commendable, great innovation. Keep up please”  
- **Gregory N Lar**  
**Legal Practitioner, Greg, Lar & Co. Nigeria**
- “ Excellent support and will recommend the services to other South African Companies that want to do business in Nigeria”  
- **Mr. D J Bullock**  
**Managing Director, Altech Nestar,**  
**South Africa**
- “This letter serves to place on record the very excellent assistance we received.... We very much appreciate your professionalism and look forward to a long and fruitful relationship with NIPC”  
- **Clinton Smyth**  
**Vice President (Exploration)**  
**Dome Ventures Corporation,**  
**Vancouver Canada**
- “Everyone I interacted with was very enthusiastic about their assignment, demonstrated good knowledge, and a strong desire to make a difference”.  
- **Dr Bunmi Oni**  
**Managing Director/CEO,**  
**Cadbury Nig. Plc.**
- “Yes, I am encouraged to come back home. It is nice that Nigeria can do this”.  
- **A Nigerian in Diaspora**



**OSIC WORK FLOW CHART**



## CHAPTER

# 2

### FRONT OFFICE – NIGERIAN INVESTMENT PROMOTION COMMISSION (NIPC)

#### 2.1 MANDATE:

The Nigerian Investment Promotion Commission (NIPC), as a Federal Government Agency, was established by Act of Parliament No. 16 of 1995 to among others; **encourage, promote** and **coordinate** investment in the Nigerian economy. As part of the coordinating efforts, the NIPC is driving the operations of the One Stop Investment Centre. The presence of the NIPC at the Centre is therefore more than participatory as it serves the dual function of manning the Front Office and also coordinating the affairs of the Centre. It provides leadership, direction as well as keeping the operations of OSIC in focus as the implementing agency.

#### 2.2 SERVICES OFFERED BY NIPC AT THE CENTRE

The Front Office is the first port of call for all investors coming to the OSIC. The following Frontline services are rendered at the Front Office:

- a. Registration of investors who visit the Centre.
- b. Business Registration of Companies with foreign equity.
- c. Kick start the processing of Pioneer Status incentive and following with relevant departments of NIPC.
- d. Provision of investment information, guidance and advisory services to investors
- e. Help, Inquiry and Complaint Management System.
- f. Provide linkages between investors, the Departments of the NIPC, and other agencies of Government
- g. Coordinate and support other desks at the Centre



## 2.3 GUIDELINES FOR BUSINESS REGISTRATION

Applications for Business Registration shall be made by obtaining and completing NIPC Form 1. The under listed are the requirements, to be accompanied by the written application for Business Registration:

- a. Duly completed NIPC Form I
- b. Evidence of incorporation with CAC (if done outside OSIC)
- c. CAC Forms CO2 and CO7
- d. Letter of Authority or Power of Attorney (this is to allow a representative process the certificates on behalf of his/her client where necessary)

S/No	SERVICES	FEES
1.	Registration of Foreign Investment	Free
2.	Business Registration Application Form (NIPC Form 1)	Free
3.	Issuance of Business Registration Certificate	N50,000.00
4.	Amendment of Business Registration	N50,000.00

## 2.4 GUIDELINES FOR THE GRANT OF PIONEER STATUS INCENTIVE

### 2.4.1 REQUIREMENTS

- a. Duly completed NIPC Form 2
- b. Minimum share capital requirement of N10 million
- c. Copies of Certificate of Incorporation
- d. Certified true copy of Memorandum & Articles of Association
- e. Copies of CAC Forms CO2 and CO7
- f. Tax Clearance Certificate

### 2.4.2 FEES

1.	NIPC Form 2	₦40, 000.00
2.	Processing fee	₦100, 000.00
3.	Collection of Approval Letter	₦60, 000.00
4.	Application of Pioneer Status Extension	Free
5.	Approval of Pioneer Extension	₦100, 000.00

### 2.4.3 IMPORTANT NOTES ON THE PIONEER STATUS

- Applicants are required to include a business proposal in their application. In exceptional cases, companies may be asked to make Power Point Presentation to the NIPC Management.
- NIPC will conduct a verification visit before approval is granted. The entire process at NIPC takes approximately two (2) weeks.
- The grant of the Pioneer Status Incentive (PSI) by NIPC is not an end, as a production Day will have to be determined by the Industrial Department of Federal Ministry of Industry, after they have carried out their own inspection.
- The Production Day is the period that the successful applicant begins to enjoy the PSI. Please also note that the application for the PSI is time bound, and has to be made within the first year of operation.
- NIPC plays a strong facilitatory role throughout the above process.

### 2.5 RECOMMENDED MODE OF PAYMENT

Payment for both Business Permit and Pioneer Status is done through a Bank draft in favour of the Nigeria Investment Promotion Commission or through the Electronic Payment Solution.

#### VITAL LINK:

Tel: + 234-803 598 4009

E-mail: [balabellonipc.gov.ng](mailto:balabellonipc.gov.ng)  
[balabello@ymail.com](mailto:balabello@ymail.com)

Tel: + 234-8037868932

E-mail: [baba@nipc.gov.ng](mailto:baba@nipc.gov.ng)

#### FRONT OFFICE

Tel: + 234 (9) 876 1585  
+ 234 (9) 876 1636

Further information; please visit: [www.nipc.gov.ng](http://www.nipc.gov.ng) or send a mail to [osicinfodesk@nipc.gov.ng](mailto:osicinfodesk@nipc.gov.ng)

# CHAPTER

# 3

## CORPORATE AFFAIRS COMMISSION (CAC)

### 3.1 INTRODUCTION:

The Corporate Affairs Commission (CAC) was established under the Companies and Allied Matters Decree No. 1 of 1990. The Commission has statutory responsibility for registration of companies, business names and Incorporated Trustees.

### 3.2 SERVICES OFFERED BY THE CAC AT THE CENTRE

- a. Registration of Companies (Private or Public)
- b. Increase in Share Capital
- c. Obtaining Certified True Copies of Filed Documents: Memoranda and Articles, CO7 and CO2
- d. Sales of Incorporation Forms
- e. Availability, search and reservation of company names
- f. Facilitation with CAC on behalf of investors
- g. General enquiries about the Corporate Affairs Commission.

### 3.3 GUIDELINES AND REQUIREMENTS FOR COMPANY INCORPORATION

Based on existing legal framework, any investor that wishes to do business in Nigeria is required by law to register a Company.

An investor wishing to register a Company in Nigeria is expected to do the following:

- Conduct an availability/name Search, at the CAC Desk, for the proposed Company to be registered.
  - a. Once the desired name has been cleared, a set of incorporation forms should be purchased, and the investor may proceed to prepare the Memorandum and Articles of Association for the Company.
  - b. Initial documents are then submitted to the Federal Inland Revenue Service Desk for payment of stamp duties and stamping.
  - c. Completed and stamped documents with attached permit(s) are to be submitted

to the CAC Desk for verification.

- d. The Certificate of Incorporation is then handed over, with accompanying Certified True Copies of relevant documents, to the investor.

**Note:**

- The investor has an 18-month grace period before paying for Annual Returns on the Company.
- All Post Incorporation processes are done at the Head Office of CAC where all Company files are kept in safe custody pending the completion of the on-going data entry on CAC records.

**3.4 LIST OF SERVICES AND FEES**

S/N	SERVICES	FEES
1.	A set of company incorporation forms	₦ 500
2.	Availability form	₦ 200
3.	Registration of public companies whose share capital does not exceed ₦1m  Exceeds ₦1m	₦ 20,000.00  ₦ 30,000.00 for the first ₦ 1m and thereafter, ₦ 20,000.00 for every ₦ 1m of part thereof
4.	Registration of private companies whose share capital does not exceed ₦1m  Exceeds ₦1m	₦ 10,000.00  ₦ 10,000.00 for the first ₦ 1m and thereafter, ₦10,000.00 for every ₦1m of part thereof
5.	Registration of increase in share capital of public companies for every ₦1m	₦20,000.00
6.	Registration of increase in share capital of private companies for every ₦1m	₦10,000.00
7.	Certified True Copy of Memorandum and Articles of Association	₦3,000.00
8.	Certified True Copy of CO2, CO7, and CO6	₦2,000.00 each

**3.5 MODE OF PAYMENT**

E-Payment Solution

**VITAL LINKS:**

**E-mail:** [cac@nipc.gov.ng](mailto:cac@nipc.gov.ng)

Further information; please visit: [www.cac.gov.ng](http://www.cac.gov.ng)

# CHAPTER

# 4

## FEDERAL INLAND REVENUE SERVICE (FIRS)

### 4.1 THE TAX ADMINISTRATION IN NIGERIA:

The Tax Administration in Nigeria is divided into three parts to take care of the three tiers of Government namely the Federal, State and the Local Governments. The Tax Authorities of these three tiers of Government derive their creation from the Federal Laws and they include: -

- **The Federal Tax Authority**  
Federal Board of Inland Revenue (FBIR) Section 1, 2 & 3 of CITA LFN, 1990 repealed and replaced by Federal Inland Revenue Service (Establishment) Act 2007;
- **The State Tax Authority**  
State Board of Internal Revenue (SBIR) Sections 85A, B & C of the Personal Income Tax Decree as amended by Decree No. 31, 1996;
- **The Local Tax Authority**  
Local Government Tax Authority administers the tax through Local Government Revenue Committee Sections 85D & E of Personal Income Tax Decree as amended by Decree No. 31, 1996.

### 4.2 THE TAX LAWS

The following are the notable tax legislations in Nigeria to date:

- a. Personal Income Tax (PIT) Decree No. 104 of 1993. This Decree repealed the Income Tax Management Act and the Income Tax (Armed Forces and other Persons) Special Provision Act having re-enacted the provisions of both enactments (Commencement 25<sup>th</sup> August, 1993);
- b. Companies Income Tax (CITA) Cap. 60 LFN, 1990;

- c. Petroleum Profits Tax (PPT) Cap. 354 LFN, 1990 (Commencement 1<sup>st</sup> January, 1958);
- d. Capital Gains Tax (CGT) (Commencement 1<sup>st</sup> April, 1967);
- e. Value Added Tax (VAT) Decree No. 102 of 1993 (Commencement 1<sup>st</sup> December, 1993);
- f. Education Tax Decree No. 7 of 1993 (Commencement 1<sup>st</sup> January, 1993);
- g. Companies Income Tax (Amendment) Act 2007;
- h. Value Added Tax (Amendment) Act 2007; and
- i. Federal Inland Revenue Service (Establishment) Act 2007.

#### **4.3 SERVICES OFFERED BY FIRS AT OSIC**

- a. Tax Registration;
- b. Assessment and Collection of Stamp Duty and Stamping of instruments/documents;
- c. Issuance of Tax Clearance Certificate;
- d. Tax Enquiries Services;
- e. Tax Advisory Services;
- f. Issuance of relevant Tax Forms and other tax literature:
  - Self Assessment Form IR 3C 4 COY;
  - VAT Registration Form 001;
  - PAYE Registration Form;
  - FIRS Information Circular;
  - Taxpayer Registration Input Form;
  - Requirements For Filing of Tax Returns;
  - VAT Registration;
  - FIRS-The New Automated Bank Collection System;

#### **4.4 REQUIREMENTS FOR ASSESSMENT OF STAMP DUTY**

- a. Form CAC 2 (Statement Of Share Capital);
- b. At least two (2) copies of Memorandum and Articles of Association duly completed and signed by the promoters of the business;
- c. Form CAC 3 (Registered Address of the Company) is shown to confirm the registered address of the company;

#### **4.5 FEES TO BE PAID**

Payment of Stamp Duty on Authorized or Initial Share Capital is compulsory for all

incorporating companies and the rate is ad valorem as it varies according to value of the company's Share Capital. In accordance with the Stamp Duty Act, a rate of N1.50 is charged for every N200.00 worth of Share Capital. A sum of N100.00 is also charged on the original Memorandum and Articles of Association while N500.00 is payable on each extra memo submitted for stamping.

#### **4.6 ADDITIONAL INFORMATION FOR INVESTORS**

The investor should be informed that whether the company is liable to tax or not, the law makes it mandatory that, with or without notice from the Federal Inland Revenue Service, every company shall file a Self Assessment Return at least once a year. The Tax Returns are to be filed within eighteen (18) months from the date of incorporation or not later than six (6) months after the end of the company's accounting year end or period, whichever is earlier. The Tax Returns are to be signed by the Chairman, Managing Director or a director and the company's Secretary to make it two signatures on the Tax Returns.

#### **4.7 PENALTY FOR NON-COMPLIANCE**

Any company which fails to comply with the above provisions shall be liable to pay as penalty for late filing:

- Twenty-five thousand Naira (N25,000.00) in the first month in which the failure occurs; and
- Five thousand Naira (N5, 000.00) for each subsequent month the failure continues.

#### **VITAL LINKS:**

**Tel:** + 234 802 310 9471

**E-mail:** [firs@nipc.gov.ng](mailto:firs@nipc.gov.ng)

**For further information visit:** [www.firs.gov.ng](http://www.firs.gov.ng)

## CHAPTER

# 5

### THE FEDERAL MINISTRY OF INTERIOR (FMI)

#### 5.1 INTRODUCTION:

The Citizenship and Business Department of the Ministry of Interior has responsibility for administering and enforcing the provisions of the immigration Act. 1963 as they relate to the establishment of business in Nigeria and the employment of expatriates. In other words, the Interior Ministry is entrusted principally with the following responsibilities:

- Issuance of Business Permit and Expatriate Quota positions; and
- Monitoring the execution of the quota positions granted in order to ensure effective transfer of technology to Nigerians and eventual indigenisation of the positions occupied by the Expatriates.

#### 5.2 GENERAL RULES APPLICABLE TO ALL INVESTORS

Every enterprise, desirous of obtaining Business Permit and Expatriate Quota, is to submit an application to that effect to the Ministry of Interior, on Forms T1 & T2 designed for that purpose. Companies are, however, to note that emphasis would be placed on employment of Nigerians to understudy the foreign experts for the purpose of training them, to enable the understudies acquire relevant skills for the eventual take-over of the expatriate quota positions. Renewal of quota positions granted will not be automatic but considered on merit based on submission of the documents as specified.

#### 5.3 THE FUNCTIONS OF THE MINISTRY OF INTERIOR DESK AT OSIC

- a. To process and facilitate requests for expatriate quota positions;
- b. Convey grants of expatriate quota positions;
- c. To grant Business Permit;



- d. To process and facilitate the renewal of expatriate quota positions;
- e. To process and facilitate the grant of Additional expatriate quota positions;
- f. Restoration of expatriate quota positions;
- g. Re-designation of expatriate quota positions;
- h. To process and facilitate the grant of Permanent Until Review (PUR) quota positions
- i. Amendment of Business Permit; etc.

## **5.4 GUIDELINES AND REQUIREMENTS:**

### **5.4.1. APPLICATIONS FOR EXPATRIATE QUOTA POSITIONS**

The under listed are requirements for the application of Expatriate Quota Positions:

- a. The investor should provide evidence of imported machinery, such as, Form M, Proforma Invoice, Shipping Documents and Clean Certificate of Inspection issued by Government appointed Pre-shipment Inspection Agents.
- b. License / Permit / Certificate from relevant Government Agencies / Department / Ministries for the operation or execution of project if company is engaged in Oil Services, Healthcare Services, Fishing, Mining, Constructions, etc (original to be presented for sighting).
- c. Proposed annual salaries to be paid to the expatriates to be recruited indicating designation, names, job description and qualifications (CV and copies of credentials of expatriates to be attached).

### **5.4.2 REQUIRMENTS**

- a. Formal application letter to Executive Secretary, NIPC
- b. Minimum share capital requirement of N10million
- c. Duly completed Immigration Form T1
- d. Certificate of incorporation
- e. CAC forms CO2 and CO7
- f. Memorandum and Articles of Association
- g. Tax Clearance Certificate
- h. Certificate of Capital Importation
- i. Evidence of acquisition of business premises
- j. Tenancy or Lease Agreement (to be registered with Federal Inland Revenue)
- k. Feasibility Report or Business Plan
- l. Training Programme for Nigerians
- m. Schedule of names, addresses, qualifications and positions to be occupied by expatriates
- n. Evidence of machinery acquisition (where necessary)
- o. Bank reference

## **5.5 RENEWAL OF EXPATRIATE QUOTA POSITIONS**

In the case of renewals, the following are the necessary requirements:

- a. Complete Immigration Form T2.
- b. Corporate Tax Clearance Certificate (original to be presented for sighting).
- c. Current Tax Clearance Certificates of the expatriates (original to be presented for sighting).
- d. Expatriate quota returns for the three months preceding the date of approval.
- e. Detailed training programme for Nigerians.
- f. List of Nigerians understudying expatriates on a prescribed format showing dates of employment, qualifications, etc.
- g. List of Nigerian Senior/Management Staff showing names, designations, qualifications, salaries per annum.
- h. Certified current audited accounts and
- i. Annual Income Tax Clearance Certificate of the expatriate Staff (original to be presented for sighting).

## **5.6 ADDITIONAL EXPATRIATE QUOTA POSITIONS**

The following are requirements for applying for additional expatriate quota positions:

- a. All requirements in B above and;
- b. Evidence of acquired machinery of expansion if company is engaged in manufacturing in the form of Clean Certificate of Inspection (CCI) issued by Government Appointed Pre-shipment Inspection Agents;
- c. Evidence of new contract if the company is engaged in construction/engineering and oil (original to be presented for sighting).

## 5.7 LIST OF SERVICES AND FEES

S/No	SERVICES	FEES
1.	Expatriate Quota: Processing Fees (including form)	N75,000.00
2.	Grant of Establishment Quota (Per Slot)	N10,000.00
3.	Renewal of Quota Position (Per Slot)	N5,000.00
4.	Additional Quota (Per Slot)	N10,000.00
5.	Stay of Action	N5,000.00
6.	Grant of Business Permit	N50,000.00
7.	Amendment of Business Permit	N25,000.00
8.	Regrading of Quota (Per Slot)	N10,000.00
9.	Appeal Processing Fee	N10,000.00
10.	Restoration of Lapsed Quota	N55,000.00
11.	Upgrading of Quota P.U.R (Per Slot)	\$10,000.00
12.	Resignation of P.U.R. slot (GM to MD or MD to GM etc)	\$10,000.00
13.	De-tagging /Extension of Quota (Per Slot)	N10,000.00
14.	Revalidation of Lapsed Quota (Per Slot)	N10,000.00
15.	Penalty for late submission of Renewal of private license	N150,000.00

### VITAL LINKS

E-MAIL: [fmi@nipc.gov.ng](mailto:fmi@nipc.gov.ng)

# CHAPTER

# 6

## NIGERIA IMMIGRATION SERVICE (NIS)

### 6.1 INTRODUCTION:

The Nigerian Immigration Service (NIS) was formally established by an act of Parliament (section 5 of Immigration Act L.N. Cap. 171 1963). NIS is supervised by the Ministry of Interior

### 6.2 THE FUNCTIONS OF THE NIGERIA IMMIGRATION SERVICE AT THE CENTRE

- a. Extension of Visitors Pass
- b. Advise Foreign Missions and Consular Offices on Subject to Regularization (**STR**) Visas.
- c. Processing of Temporary Work Permit (**TWP**)
- d. Advise on the process of Regularization – **CERPAC**
- e. General information and guidance on immigration matters.
- f. Advise on any other immigration facility that will enable an investor do business with ease in Nigeria.
- g. Facilitation/intervention on behalf of investors on immigration matters.
- h. Issuance of Single Journey Re-entry Visa within three (3) months.

#### 6.2.1 Extension of Visitors Pass

An investor who comes in on a Business Visa and requires extension of Visitor's Pass will submit the following documents for extension:

- a. Write an application letter to the Comptroller General of Immigration through the Executive Secretary NIPC requesting for extension
- b. Payment of appropriate fees be made (where applicable)

**Note:**

Extension is processed within 24 Hours upon receipt of application

### 6.2.2 Subject to Regularization (STR) Visa/Entry Permit

The STR visa is applicable to expatriates employed by Companies, Corporate Bodies in Nigeria. The following are requirements necessary for its issuance:

- a. Valid Passport with a minimum of 6 months validity
- b. Letter of Employment /Acceptance
- c. Expatriate Quota approval
- d. Letter of invitation accepting immigration responsibility
- e. Credentials of the applicant
- f. Duly completed Form IMM22
- g. Curriculum Vitae or Resume
- h. Data page of international Passport of the Beneficiary
- i. Copies of Educational Certificates
- j. Copy of Certificate of Incorporation of the Company

**Note:**

- For Chief Executive Officers of corporate organizations, an extract of the minutes of the Board's resolution is required.
- STR visas are obtainable only from Nigerian Missions in the countries where applicants are domiciled for at least six (6) months.

### 6.2.3 Temporary Work Permit (TWP)

The Temporary Work Permit is required by experts invited by corporate bodies to provide specialized skilled services, such as after sales installation, maintenance, repairs of machines & equipment. The following are requirements for the issuance of TWPs:

**Requirements for processing of cable TWP Visa in Nigeria:**

- a. Letter of request from the company addressed to the Comptroller General of Nigeria Immigration service.
- b. Profile of the Company.
- c. Copy of Certificate of Incorporation of the Company.
- d. Data page of international Passport of the Beneficiary.
- e. Evidence of Equipment Importation e.g. Form M, Bill of Lading where applicable.

**Requirements for issuance of TWP Visa in our Foreign Missions:**

- a. Letter of request/Invitation
- b. Confirmed airline return ticket
- c. Acceptance of Immigration Responsibility by inviting organizations or individuals.
- d. Cable visa approved by Comptroller General of Immigration.

**Note:**

- Immigration's responsibility includes, but is not limited to, accommodation/feeding, transportation.
- TWP is processed and approved by the Comptroller General of the Nigerian Immigration Service but issued at the Nigerian Embassy / Mission abroad.

#### **6.2.4 Combined Expatriate Residence Permit and Aliens Card (CERPAC)**

CERPAC is the acronym for Combined Expatriate Residence Permit and Aliens Card. There are various categories of CERPAC application forms as enumerated below:

- a. CR (Concessionary) forms are meant for Missionaries, students, Non-ECOWAS African nationals and Cameroonians
- b. AO Forms are for other Nationals and persons with special immigration status.
- c. AR forms are for Exempted Persons (Diplomats, Government officials, NGO's and Niger-wives).

**Note:**

- CR & AO forms are obtainable from any branch of Afribank Nigeria Plc.
- Exempted Persons: Exempted Persons (Diplomats, Government Officials, Niger-wives, Non Governmental Organization (NGO's) are to be issued CERPAC Gratis
- The validity of CERPAC is one (1) year.

#### **6.2.5 Single Journey Re-entry Visa within three (3) months.**

The Desk process and approved Single Journey Visa within three months to any Expatriate who is in Nigeria on Business Visa and requires returning back within the stipulated period.

##### **6.2.5.1 Requirements:**

- a. Application Letter from the Company accepting immigration responsibilities on behalf of the Expatriate addressed to the Executive Secretary of the Nigerian Investment Promotion Commission and attention the Head of Immigration Desk.
- b. Payment of appropriate Visa fees.

### 6.3 LIST OF SERVICES AND FEES

S/NO	CATEGORY	FORM ISSUED	CERPAC 1 YEAR	CERPAC 2 YEARS
1.	Missionary	CR	\$200	\$400
2.	Students	CR	\$200	\$400
3.	Non ECOWAS African Nationals	CR	\$200	<del>₦</del> 400
4.	Cameroonians	CR	\$240	\$480
5.	Others	AO	\$350	\$700

#### MODE OF PAYMENT

Payment is made through the Electronic Payment Solution.

#### VITAL LINKS:

E-mail: [immigration@nipc.gov.ng](mailto:immigration@nipc.gov.ng)

For further information visit: [www.immigration.gov.ng](http://www.immigration.gov.ng)

## CHAPTER

# 7

### NIGERIA CUSTOMS SERVICE (NCS)

#### 7.1 INTRODUCTION:

Established by **Customs and Excise Management Act (CAP 45 LFN 2004)**, 'An Act to regulate the management and collection of duties of Customs and Excise, and for purposes ancillary thereto'

#### 7.2 CORE FUNCTIONS OF THE NIGERIA CUSTOMS SERVICE

- a. Collection and Accounting for Import/Excise Revenue
- b. Implementing Government Trade and Fiscal Policies and Providing Advice on their Development
- c. Trade Facilitation
- d. Protection of Nigerian Society
- e. Generation of Trade Statistics

#### 7.3 SERVICES OFFERED BY THE CUSTOMS DESK

##### 7.3.1 Provision of Information on:

- a. Import guidelines, procedures and documentation requirements under the Destination Inspection Scheme
- b. Export guidelines for Oil & Gas and Non-Oil



- c. Duties and Levies payable on Imports/Excise under the Common External Tariff (CET)
- d. Procedure for Establishing Excise Factories
- e. Free Trade Zones
- f. Temporary Importation, Transshipment and Transit Trade
- g. Import/Export Prohibition List
- h. Industrial Incentives

### **7.3.2 Facilitation**

The Desk handles/facilitates solution for genuine complaints/problems associated with Cargo Clearance on behalf of genuine Investors.

### **7.3.3 Mode of contact**

Information can be obtained from the Desk through four different ways:

- Physical visit (Inter personal contact). Office is opened between 0800 and 1700 hours, Mondays to Fridays
- Email
- Telephone/Fax
- Written inquiry

Response to inquiries is immediate or within 48 hours for information requiring further clarification from the Customs Headquarters.

### **VITAL LINKS**

Mobile Tel: +234 803 716 1993

Email: [customs@nipc.gov.ng](mailto:customs@nipc.gov.ng)

For further information visit: [www.customs.gov.ng](http://www.customs.gov.ng)

# CHAPTER

# 8

## **NATIONAL OFFICE FOR TECHNOLOGY ACQUISITION AND PROMOTION (NOTAP)**

### **8.1 INTRODUCTION:**

The National Office for Technology Acquisition and Promotion (NOTAP), a parastatal of the Federal Ministry of Science and Technology, was established by Decree No. 70 of 1979 to among other things facilitate and implement the acquisition, promotion and development of technology. In accordance with the provisions of the enabling law, all technical agreements entered into by Nigerian enterprises with their foreign partners are to be registered with the Office.

The technology transfer agreements signed between Licensors and Licensees or between Transferors and Transferees vary and are numerous, but the most common of the agreements include the following:

- a. Trade Mark License
- b. Know-How License
- c. Patent License
- d. Technical Assistance
- e. Technical Services
- f. Consultancy Agreements ( for Engineering Services, Constructions, Installations etc )
- g. Management Services
- h. Software License

### **8.2 SERVICES OFFERED BY NOTAP AT THE CENTRE**

- a. It is the duty of NOTAP, to ensure that investors, both foreign and local, are assisted in getting their Technology Service agreements registered at the Centre in 24 hours.

- b. Provide information and guidance on technology transfer matters
- c. Facilitate prompt processing of agreements on behalf of investors

### **8.3 GENERAL RULES APPLICABLE TO ALL TECHNOLOGY TRANSFER AGREEMENTS**

The general rules that should be considered in all technology transfer agreements are the following:

#### **8.3.1 Development of National Technological Capability (Man Power and Training)**

Clauses should be provided in Technology Agreements to ensure the employment, exposure and training of the appropriate and right calibre of Nigerian staff from the design stage of the project. In all technology transfer agreements, emphasis should be placed on the employment of Nigerians with relevant scientific and technological background to understudy the foreign experts with a view to taking over from them within the shortest possible time.

#### **8.3.2 Local Value Addition**

It is recognized that Local Value Addition, by its impact on domestic resources and skills level, contributes in strengthening the technological structure and conserving the foreign the foreign exchange of any country. To this end, agreements should have a clause stipulating plans to develop local substitutes to imported raw materials.

#### **8.3.3 Access to Improvements in Technology**

There is need to provide for access to improvements on technology during the product of the agreement. This should include patented and non-patented developments. In technology contract, the recipient enterprise is also obliged to assign to the technology supplier patents, trademarks, innovation or improvements achieved through its own efforts.

#### **8.3.4 Territorial Considerations**

Two questions deserve special attention here. The first is the territory of manufacture which is normally restricted to one country. In this connection, the degree of exclusivity to be obtained should be clearly specified in the contract. The second relates to the territory of sales. This aspect is to ensure the possibility of exports to other countries. As a general rule the Nigerian enterprise is expected to acquire the right to export to other countries.

### 8.3.5 Export Provisions

The National Office for Technology Acquisition and Promotion (NOTAP) may not accept a contract that contains a total prohibition for the export of products manufactured under license. Also of interest is where the licensor has not granted exclusive rights. When the contract establishes a ceiling on export sales volume or obliges the Nigerian enterprise to export only through the licensor, the Office will turn down such contracts.

### 8.3.6 Arbitration

The manner of selection of arbitrators and the procedure for arbitration in accordance with the Nigerian Arbitration procedures should be clearly specified in the Agreement.

### 8.3.7 Guarantees

Every contract should ensure the provision of guarantees at the various stages of the project whenever applicable. Performance guarantees are considered essential in projects where the Licensor is providing basic engineering. Performance guarantees should always be provided in the purchase of equipment and machinery. The Licensor should also furnish a Bank Guarantee wherein the concerned Bank would return to the Licensee certain sum of money for all upfront payments if a claim is made by the Licensee.

### 8.3.8 Duration

Under the NOTAP Act, the period of 10-years is stipulated as maximum period beyond which an agreement should not be registered. NOTAP will however register agreements with longer durations where:

- a. The technology to be transferred requires a longer duration for proper absorption as in Petro-Chemical, Iron and Steel, Space and Computer Technologies, etc,
- b. It is internationally recognized that the technology involved is a rapidly changing one and the Transferee requires to be kept abreast of the frequent changes/developments to remain competitive as in Electronics and Telecommunication,
- c. It is considered to be in the National interest,
- d. The Licensee is granted the right to sub-license the technology over a period of 10 years.

### 8.3.9 Royalties and other Technology Payments

The applicable rates of fees will be as follows:

- a. **Royalty:** Royalty in respect of 'Know-How' is 1-5% of net sales. Payments

for the use of foreign trademark will not be allowed except when the trademark is an internationally recognized one accompanied with licensed Know-How and the Royalty will not exceed 1% of net sales.

- b. **Technical Assistance Services:** Fees in respect of Technical Assistance would attract a fee based on per diem rates for the technical experts multiplied by the duration of stay of the experts in Nigeria.
- c. **Management Services:** A management fee ranging between 2-5% of Profit Before Tax (PBT) should apply to Management Services except for the management of hotels by International Hotels Chains.

However management services of project where profit is not anticipated during the early years will attract a fee ranging from 1-2% of net sales during the first five years only.

For Hotel services, a basic fee or lump sum not exceeding 5% of turnover plus an incentive fee not exceeding 12% of Gross Operating Profit shall be applicable. Only hotels located in the disadvantaged areas will attract the upper limits of the basic and the incentive fees.

#### **8.3.10 Consultancy Services:**

Lump sum payments are allowed in line with the International Technology Market prices however such payments shall not exceed 5% of total project cost.

#### **8.3.11 Agricultural and Agro-Allied Projects:**

Payments for services in this sector would be based on lump sum at the initial years (gestation period) where no sales or profit are anticipated. However after the gestation period, payments shall be based on net sales.

#### **8.3.12 Software License:**

Payments for software licenses are usually in lump sum. However the Annual Technical Support (ATS) shall be between 15% and 23% of the cost of software. Indigenous local Vendors must be involved in all ATS for software agreements on updates. The local Vendors should be paid a minimum of 40% of the Software fee in local currency.

#### 8.4 LIST OF SERVICES AND FEES

S/No	SERVICES	FEES
1.	Presentation	₦ 20,000.00
2.	Registration of contracts involving payments between	
	▪ Under – ₦ 5m	₦50,000.00
	▪ ₦5m – ₦10m	₦100,000.00
	▪ ₦10m – ₦20m	₦200,000.00
	▪ ₦20m – ₦50m	₦300,000.00
	▪ ₦50m – ₦100m	₦400,000.00
	▪ ₦100m – ₦250m	₦500,000.00
	▪ ₦250m – ₦500m	₦600,000.00
	▪ ₦500m – ₦1bn	₦750,000.00
	▪ ₦1bn – ₦1.5bn	₦1,000,000.00
	▪ ₦1.5bn – ₦ 2bn	₦1,500,000.00
	▪ ₦2bn – ₦2.5bn	₦2,000,000.00
	▪ ₦2.5bn and above	₦2,500,000.00

**MODE OF PAYMENT:** Payment shall be made in certified cheques or Bank Draft only and made payable to the National Office for Technology Acquisition and Promotion (NOTAP)

#### VITAL LINKS:

**Mobile Tel:** +234 803 868 9880

**E-mail:** [notap@nipc.gov.ng](mailto:notap@nipc.gov.ng)

**For further information visit:** [www.notap.gov.ng](http://www.notap.gov.ng)

# CHAPTER

# 9

## FEDERAL MINISTRY OF FINANCE (FMF)

### 9.1 INTRODUCTION

The Federal Ministry of Finance is conferred with the responsibility of Controlling, Managing, Monitoring and Evaluating Revenues and Expenditure of Public Finance of the Federation in an open, transparent, accountable and efficient manner through satisfactorily and timely provision of a professional and qualitative Service. The Ministry is also responsible for initiation, formulation and implementation of Government Fiscal Policy.

### 9.2 SERVICES OFFERED BY THE FMF DESK AT THE CENTRE

The Mandate of the Ministry at OSIC therefore is to provide professional advice and information that will guide and enable Investors benefit maximally from the available Investment Incentives in Nigeria. The desk provides the following services:

- a. Professional advice on Fiscal Policy matters to clients and other Agencies; Facilitate the processing of clients' applications (complaints, enquiries, etc);
- b. Provide information, clarification on Common External Tariff(CET)'
- c. The Common External Tariff (CET) 2008 – 2012 came into operation on 1<sup>st</sup> October, 2005 with 5 bands as against the more complex structure of 20 bands with duties ranging from 2.5% - 150% in the old tariff book.. The CET was reviewed and signed by Mr. President, Commander - in – Chief of the Armed Forces, Federal Republic of Nigeria on 1<sup>st</sup> September, 2008. It has the following features:-
  - i. A 5 Year Tariff Regime from 2008 – 2012.
  - ii. 5 Tariff Bands of 0%, 5%, 10%, 20% and 35%, Book. The 5 bands cover the following:
    - 0% for necessities (i.e. certain Medicaments, Books / Educational Materials, etc.)

- 5% for Raw Materials
  - 10% for intermediate goods
  - 20% for finished goods that require no protection
  - 35% for finished goods that are manufactured locally and on which protection is not required in the interest of local manufacturers;
- d. Up-to-date information on fiscal policy matters. e.g. information on Import and Export Guidelines, Procedures and Documentation Requirements under Destination Inspection (DIS), Levies and Taxes, Fiscal Incentives, etc.
- e. In addition to the above the Desk offers some services from time as directed by the Honorable Minister of Finance and the Executive Secretary of the Nigerian Investment Promotion Commission (NIPC).

**VITAL LINKS:**

**Email:** [fmf@nipc.gov.ng](mailto:fmf@nipc.gov.ng), [voltigal@yahoo.com](mailto:voltigal@yahoo.com), [drisucapt@yahoo.com](mailto:drisucapt@yahoo.com);

**For further information visit:** [www.fmf.gov.ng](http://www.fmf.gov.ng), [www.budgetoffice.gov.ng](http://www.budgetoffice.gov.ng)



## CHAPTER

# 10

### NATIONAL AGENCY FOR FOOD AND DRUG ADMINISTRATION AND CONTROL (NAFDAC)

#### 10.1 INTRODUCTION:

The National Agency for Food and Drug Administration and Control (NAFDAC), is a scientific organization mandated to protect consumers from the use and consumption of unwholesome products, particularly food and drugs. NAFDAC makes pronouncements on the quality and safety of food, drugs, cosmetics, medical devices, bottled water and chemicals. It also controls exportation and issues quality certification of regulated products.

NAFDAC was established by decree No 15 of 1993 (as amended) now NAFDAC cap N1 Laws of the Federation of Nigeria 2004, to control and regulate the manufacture, importation, exportation, distribution, advertisement, sale and use of food, drugs, cosmetics, chemicals/detergents, medical devices and all drinks including packaged water. (These are known as regulated products).

NAFDAC functions are expressly stated in section 5 of the principal Enactment. Among these are: to -

- a. Regulate and control the importation, exportation, manufacture, advertisement, distribution, sale and use of food, drugs, cosmetics, medical devices, bottled water and chemicals;
- b. Conduct appropriate tests and ensure compliance with standard specifications designated and approved by Council for the effective control of the quality of food, drugs, cosmetics, medical devices, bottled water and chemicals and their raw materials as well as their production processes in factories and other establishments;
- c. Undertake appropriate investigations into the production premises and raw materials for food, drugs, cosmetics, medical devices, bottled water

and chemicals and establish relevant quality assurance systems, including certificates of the production sites and of the regulated products;

- d. Compile standard specifications and guidelines for the production, importation, exportation, sale and distribution of food, drugs, cosmetics, medical devices, bottled water and chemicals;
- e. Undertake the registration of food, drugs, cosmetics, medical devices, bottled water and chemicals;
- f. Pronounce on the quality and safety of food, drugs, cosmetics, medical devices, bottled water and chemicals after appropriate analysis;
- g. Grant authorization for the import and export of narcotic drugs and psychotropic substances as well as other controlled substances;
- h. Issue guidelines on, approve and monitor the advertisement of food, drugs, cosmetics, medical devices, bottled water and chemicals.

## 10.2 REGISTRATION OF REGULATED PRODUCTS

For the benefit of everyone, and in order to promote compliance with the law, it is necessary to draw attention to the most fundamental and very important provision of the law, which prohibits the manufacture, importation, advertisement, sale etc of unregistered regulated products in Nigeria. For the avoidance of doubt, registration of every regulated product is made mandatory by the **Drugs and Related Products (Registration etc) Decree No. 19 of 1993 as amended by Decree No. 20 of 1999**, which provides that no processed food, drugs, drug products, cosmetics, medical devices or packaged water shall be manufactured, imported, exported, advertised, sold or distributed in Nigeria unless it has been registered in accordance with the provisions of the Decree or Regulations made under it.

An application to register a regulated product is essentially made by the manufacturer or the importer (with the mandate of the foreign manufacturer). That manufacturer either performs all the manufacturing and packaging operations by him/her or assigns one or more of these operations to someone else approved for such operations, provided that he/she has such influence over the particular product as will enable him/her to bear responsibility for the relevant information that is provided in the Form for Registration.

A foreign manufacturer requires to be represented in Nigeria by a domiciled Agent who possesses a notarized Power of Attorney, authorizing him/her to file the application and to speak for the manufacturer on all matters relating to the product and bear

responsibility and effect recalls when necessary.

From what has been said previously, it is obvious that NAFDAC does not permit test marketing of an unregistered product whether locally manufactured or imported.

### **10.3 SERVICES OFFERED BY NAFDAC AT THE CENTRE**

**10.3.1** NAFDAC's services at the OSIC will include, among others, kick starting of registration process, rendering of information, advisory services and facilitation. The following operational guidelines can be obtained on request:

- a. Guidelines for production and registration of packaged water
- b. Guidelines for registration of locally manufactured drugs, food and cosmetics
- c. Guidelines for registration of cosmetics in Nigeria
- d. Guidelines for pesticide registration in Nigeria
- e. Guidelines for importation of regulated food products
- f. Guidelines for exportation of regulated products: food, drugs, cosmetics and medical devices.
- g. Guidelines for importation of drug products (human & veterinary)
- h. Guidelines for importation of medical devices
- i. Guidelines for importation of cosmetic products
- j. Guidelines for importation of vaccines and biological products
- k. Guidelines for importation of chemicals, cosmetics and pharmaceutical raw materials
- l. Guidelines on requirement for obtaining permit to import industrial, laboratory and agricultural chemicals
- m. Requirements for renewal of chemical import permits
- n. Guidelines for global listing of supermarket food items
- o. Guidelines for clinical trial of vaccines and biological products
- p. Guidelines for drug donations in Nigeria

**10.3.2** On-going processes such as registration of pharmaceuticals and food can be facilitated at the Centre. The registration status of a product can also be obtained at the Centre through the **NAFDAC Registered Products Automated Database (NARPAD)**.

## 10.4 LIST OF SERVICES AND FEES

S/No.	SERVICES	FEES
1.	<b>Drug Registration</b> <ul style="list-style-type: none"> <li>• Form</li> <li>• <b>Imported:</b> <ul style="list-style-type: none"> <li>○ Ethical</li> <li>○ Over- the- Counter</li> <li>○ Herbal</li> <li>○ Vaccines</li> <li>○ Nutraceuticals/Food Supplements</li> </ul> </li> <li>• <b>Local:</b> <ul style="list-style-type: none"> <li>○ Ethical/OTC</li> </ul> </li> </ul>	₦500.00 ₦250,000.00 ₦1,000,000.00 ₦375,000.00 ₦150,000.00 ₦750,000.00 ₦70,000.00
2.	<b>Cosmetics Registration</b> <ul style="list-style-type: none"> <li>• Form</li> <li>• Imported</li> <li>• Local</li> </ul>	₦500.00 ₦750,000.00 ₦50,000.00
3.	<b>Medical Devices Registration</b> <ul style="list-style-type: none"> <li>• Form</li> <li>• Imported</li> <li>• Local</li> </ul>	₦250.00 ₦250,000.00 ₦40,000.00
4.	<b>Food Registration</b> <ul style="list-style-type: none"> <li>• Form</li> <li>• Imported</li> <li>• ECOWAS</li> <li>• Local</li> <li>• Water (Sachet)</li> <li>• Food Listing</li> </ul>	₦250.00 ₦750,000.00 ₦187,500.00 ₦50,000.00 ₦ 30,000.00 ₦40,000.00

**Note:** The above charges are exclusive of Value Added Tax (VAT) payments

## 10.5 MODE OF PAYMENT: E-Payment Solution

### Vital Links:

**Tel Mobile:** +234 802 302 1457

**E-mail:** [nafdac@nipc.gov.ng](mailto:nafdac@nipc.gov.ng)  
[akalusid@hotmail.com](mailto:akalusid@hotmail.com)

**NAFDAC website** at [www.nafdac.gov.ng](http://www.nafdac.gov.ng) is updated regularly and also contains relevant information needed by prospective investors.

**E-mail:** [nafdac@nafdac.gov.ng](mailto:nafdac@nafdac.gov.ng)

## CHAPTER

# 11

### STANDARDS ORGANIZATION OF NIGERIA (SON)

#### 11.1 INTRODUCTION:

The Standards Organization of Nigeria was established by Enabling Act No. 56 of 1971 for preparing, implementing and promoting standards for products and processes and for ensuring compliance with Federal Government policies on standardization and conformity assessment of both locally manufactured and imported goods, throughout the country. The Organization which is under the supervision of the Federal Ministry of Industry is the fully fledged statutory agency responsible for Standardization and Metrology.

#### 11.2 POLICY OBJECTIVE

Every investment operation or process is governed in some measure by standards. These standards come into play from the beginning of the design stage until the end of a product life. All service provision and manufacturing must be done in accordance with quality, environmental and safety standards.

#### 11.3 CORE RESPONSIBILITIES OF STANDARDS ORGANIZATION OF NIGERIA

- a. Develops Nigerian Industrial Standards (NIS), adopts or adapts relevant International or foreign standards and ensures they are implemented.
- b. Provides information on standardization, quality management and makes available Nigerian industrial standards and guidelines.
- c. Maintains a metrology outfit to ensure that measuring instruments are properly calibrated and laboratories for testing products.
- d. Factory inspection (routine, surveillance and certification).
- e. Products' certification and registration, calibration and verification of testing equipment and laboratories' accreditation.
- f. Consumer complaints investigation.

- g. Serves as reference centre on standardization and related matters.
- h. Provides technical services and training, consultancy up to and including the certification/accreditation processes to organizations.

The Organization also operates a certification and accreditation scheme for assessing the capability and competence of organizations as distinct from certifying the conformity of their products to particular standards.

#### 11.4 SERVICES OFFERED BY SON AT THE CENTRE

- a. Information, technical advice and documentary standards.
- b. Solutions to problems which arise in connection with investors' standardization requirements, purchase of documents, facilitation of registration, etc.
- c. Granting approvals or permits for use of standards based on technical merit and for release of imported products where there is adequate proof of conformity assessment or detailed evidence of compliance to Nigerian or other endorsed technical standards.
- d. Facilitation of all aspects of standardization activities.

#### 11.5 LIST OF SERVICES AND FEES

S/N	SERVICES	FEES
1.	Conformity Assessment Mandatory Registration forms	₦2,500
	Processing fee: Large Scale	₦100,000.00
	Medium Scale	₦75,000.00
	Small Scale	₦50,000.00
	Cottage Scale	₦10,000.00
2.	Library services (sale of publications)	₦2,000 – ₦14,000
3.	Training services	₦100,000 per person – ₦500,000 in house
4.	Quality/environmental management systems' registration (charges per man hour/enterprise's size)	₦50,000–₦200,000
5.	Enforcement charges	₦200,000 – ₦1,000,000
6.	Laboratory services- mechanical, chemical technology, textile/leather, food/codex, electrical/electronics	₦20,000 – ₦80,000
7.	Product registration	₦10,000.00 – ₦500,000
8.	Metrology – calibration	₦3,000 – ₦300,000
9.	Inspection of imported goods	₦2,500 – ₦50,000
10.	Product certification (NIS, MANCAP)	₦25,000 – ₦250,000

The Organization charges minimal fees which often depend on scope of services rendered to clients. Details are worked out on a case-by-case basis.

**Note:**

- Prices of Nigerian Industrial Standards depend on number of pages (categories) and are between N2, 000 and N14, 000 while prices of International or foreign standards depend on their value and delivery charges.
- All other services e.g. training, calibration quality/environmental management systems registration depends on scope of services rendered (See SON Service Charge booklet).

**11.6 MODE OF PAYMENT: E-Payment Solution**

**VITAL LINKS:**

**Tel:** +234 08037148070

**E-mail:** [son@nipc.gov.ng](mailto:son@nipc.gov.ng), [robokiyi@yahoo.com](mailto:robokiyi@yahoo.com)

For further information visit: [www.sononline-ng.org](http://www.sononline-ng.org) and [www.soncap.com](http://www.soncap.com)

## CHAPTER

# 12

### MINISTRY OF MINES AND STEEL DEVELOPMENT (MMSD)

#### 12.1 INTRODUCTION:

The Ministry of Mines and Steel Development was formerly known as the Ministry of Solid Minerals Development when it was created in 1995. The present name came about as a result of the reorganization of federal establishments that was carried out in 2007. The Ministry is saddled with responsibility for the formulation and execution of policies as well as the enforcement of all laws relating to prospecting, mining, and quarrying of solid minerals throughout Nigeria. The Ministry, through its Agency, the Nigerian Geological Survey Agency (NGSA), is also responsible for the geological mapping and exploration of minerals with a view to providing information for investors.

As part of the reforms programme of government, the sector has undergone very significant reforms to create the enabling environment for private sector entry as well as provide level playing ground for investors.

Meanwhile, 34 (thirty four) strategic mineral resources have been identified and confirmed to exist in commercial quantities and they are available for investors.

#### 12.2 SERVICES OFFERED BY MMSD AT THE CENTRE

The role of the Ministry of Mines and Steel Development at OSIC is to provide information on guidelines for investing in the solid minerals sector and process applications for mining approvals/licenses. For now the aspect of processing of applications is not carried out at the Ministry's Desk. This will be done in due course.

The Ministry provides two categories of services at the Centre:

##### 12.2.1 Supplying Information On:

- a. Geological Background to Mineral Occurrences.



- b. Nigerian Mineral Prospectively.
- c. Incentives for Exploration and Mining Development.
- d. Fiscal Regime for the Solid Minerals Sector.
- e. Financial Opportunities.
- f. Support Services, Maps and Publications.

#### 12.2.2 Facilitating the Processing of Mineral Titles through:

- a. Advising on the required information for processing Titles.
- b. Advising on the Procedure for Granting Title.
- c. Providing information on Fees and Payment Procedures.

#### 12.3 INCENTIVES

For mining investors willing to become development partners with government, some incentives are already available in the form of rebates on infrastructure spending in rural areas. The following are the current deductible allowances in the fiscal framework:

- |  |      |
|--|------|
| ▪ No Electricity, Water and Tarred Roads etc | 100% |
| ▪ No Electricity                             | 10%  |
| ▪ No Water                                   | 30%  |
| ▪ No Tarred Road                             | 15%  |

#### 12.4 FISCAL REGIME FOR MINING IN SUMMARY

Tax method and level of Tax levies	Industry standard	Royalty/Tax system (promotes revenue stability)
Level of royalty	1 – 3%	Compared with industry std. of 0 – 5%, the royalty is relatively low and attractive.
Availability of Tax holidays	No	Loss carried forward
Accelerated depreciation	Yes	100% on capital investment in year incurred
Deduction of exploration/other cost	Yes	100% cost recovery allowed in year incurred
Remittance of profits and dividends	Yes	100% allowed
Corporate tax	Low at 20% – 30% of net profit	Industry std. is 15 – 35% of taxable income
Currency conversion	Yes	On total profit
Exemption from custom duties	Yes	On agreed list of mining equipment
Capital gains tax	Yes, at 10%	Industry std. is 5 – 15%

## 12.5 MINERAL TITLE

As provided for in the new law, the right to search for and mine solid minerals in Nigeria is obtained through one of the following Mineral Titles:

- Reconnaissance Permit
- Exploration License
- Small-Scale Mining lease
- Mining lease
- Quarry lease; and
- Water use permit

## 12.6 LIST OF SERVICES AND FEES

S/N	SERVICES	FEES
1.	<b>Reconnaissance Permit</b> Application Processing Renewal Processing	₦5,000.00 ₦5,000.00
2.	<b>Exploration License</b> Application Processing Renewal Processing	₦5,000.00 ₦10,000.00
3.	<b>Mining Lease</b> Application Processing Renewal Processing	₦5,000.00 ₦10,000.00
4.	<b>Small-Scale Mining Lease</b> Application Processing Renewal Processing	₦5,000.00 ₦10,000.00
5.	<b>Quarry Lease</b> Application Processing Renewal Processing	₦5,000.00 ₦10,000.00
6.	<b>Water Use Permit</b> Application Processing	₦5,000.00

## 12.7 CADASTRAL MAP INFORMATION

- Cadastral Information (Map on A4/Page) N500.00
- Cadastral Information (Map on A3/Page) N1,000.00
- Cadastral Information (Map on A2/A1/Page-  
black and white) N3,000.00
- Cadastral Information (Map on A0/Page) N5,000.00

### Vital Links:

E-mail: [mmsd@nipc.gov.ng](mailto:mmsd@nipc.gov.ng)

For further information visit: [www.msmd.gov.ng](http://www.msmd.gov.ng)

## CHAPTER

# 13

### NATIONAL BUREAU OF STATISTICS (NBS)

#### 13.1 INTRODUCTION:

The National Bureau of Statistics (NBS), the Federal Agency mandated by the 2007 Statistics Act, establish it to collect credible reliable and timely socio-economic data that will reflect on the well-being of the society.

##### 13.1.1 VISION STATEMENT

To become one of the foremost and modern knowledge based National Bureau of Statistics office in Africa and indeed the world.

##### 13.1.2 MISSION STATEMENT

To generate on a continuous and sustainable basis, socio-economic in all facets of development in Nigeria.

##### 13.1.3 OUR FOCUS STATEMENT

To generate statistics as a tool for development planning and evidence based for policy making.

#### 13.2 SERVICES OFFERED BY NBS AT THE CENTRE

The NBS will through the Centre fulfil its mandate of providing comprehensive, timely and reliable information that are relevant to the needs of investors.

##### 13.2.1 AVAILABLE DATA

The following information is available at the NBS Desk in the One-stop Investment Centre:

- Gross Domestic Product at 1990 constant basic price

- Gross Domestic Product at current Basic prices
- Real Growth Rate Indicators
- Monetary Indicators
- Savings and Investment Indicators
- Oil Sector Statistics and Indicators
- Electricity Supply Statistics and Indicators
- Manufacturing Sector Statistics and Indicators
- Transport Sector Statistics and Indicators
- Communication Sector Statistics and Indicators
- Hotel and Restaurant Sector Statistics and Indicators
- Other Macro-Economic Sector Statistics and Indicators
- Nigeria Population Characteristics
- Agriculture Sector Statistics and Indicators
- Composite Price Index (CPI)
- Women in Nigeria Statistics
- Foreign Trade Statistics
- Education Sector Statistics and Indicators
- Health Sector Statistics and Indicators
- Employment Statistics and Indicators
- Public Order Statistics and Indicators
- Household Statistics and Indicators
- Public Finance Statistics and Indicators
- Poverty Statistics and Indicators
- Living Standard Statistics and Indicators
- Justice and Security Statistics
- General Election and Political Office Holders

### **13.2.2 DATA ANALYSES AND REPORT**

The NBS Desk will periodically supply and analyze available data in reader friendly manner in relation to the needs of the investors.

#### **VITAL LINKS:**

**Tel / Fax:** +234 805 699 1420

**E-mail:** [nbs@nipc.gov.ng](mailto:nbs@nipc.gov.ng)

**For further information visit:** [www.nigerianstat.gov.ng](http://www.nigerianstat.gov.ng).

## CHAPTER

# 14

### FEDERAL CAPITAL TERRITORY ADMINISTRATION (FCTA)

#### 14.1 INTRODUCTION:

The FCT came into existence by virtue of the FCT Act of 1976. The Act vest all land within the FCT in the Government of the Federation. It also created the Federal Capital Development Authority (FCDA) and charged it with the responsibility of planning and development of the entire FCT. Section 18 of the Act delegated the Powers of the President over land matters to the Minister of FCT. Apart from the FCDA other important agencies within the FCT Structure includes Abuja Metropolitan Management Agency (AMMA), Development Control, FCT Water Board, FCT Parks and Recreation Department and Abuja Environmental Protection Board among others. Land matters in Nigeria are governed by the Land Use Act which rests ownership of all land to Government.

#### 14.2 SERVICES OFFERED BY FCTA AT THE CENTRE

The FCTA Desk offers the following services:

- a. Attend to all enquiries on FCT from investors,
- b. Assist all investors in acquiring statutory titles to land within the FCT,
- c. Assist all investors in obtaining development / building plan approval from the Development Control Department of Abuja Metropolitan Management Agency (AMMA),
- d. Promote the tourism potentials and other investment opportunities of the FCT to investors
- e. Promote and advice investors on all areas of economic interest within the FCT,
- f. Any other intervention required by investors from the FCT.

#### 14.3 GENERAL GUIDELINES AND PROCEDURES

**14.3.1** Obtain application forms from AGIS or down load from AGIS web site (<http://www.abujagis.com> or <http://www.gamji.com>)

#### 14.3.2 Complete form and submit with the following:-

- a. Evidence of payment from any of our banks e.g. UBA plc,
- b. Certificate of Incorporation of the Company from CAC,
- c. Current Tax Clearance certificate of the Company,
- d. Feasibility Study of the proposed development

#### 14.3.3 After allocation of a plot:-

- a. Allottee must accept the offer,
- b. Initial bill comprising premium (on the plot), ground rent, certificate of occupancy preparation fees, registration fees must be paid before the collection of the certificate evidencing the grant,
- c. After that development plan should be prepared by the allottee and be submitted to the development control department of AMMA,
- d. The plan must conform with the development control guidelines,
- e. Approval fees must be paid (at Access Bank Plc, Aminu Kano Crescent Wuse II Abuja) before the collection of the development plan,
- f. Upon collection of development plan the developer must obtain setting out approval and pay the fees before commencing any form of development on the allocated plot,
- g. Thereafter he must submit for inspection and approval at every significant stage of development until completion,
- h. Upon completion he must obtain completion certificate which would indicate that he has complied with all the rules and regulations pertaining to that development and that the development is fit for its intended use.

#### 14.4 STATUTORY FEES AND CHARGES FOR LAND ACQUISITION WITHIN THE FCT

S/N	Subject	Rate N
1.	<b>Land Application /Processing fees</b> Residential Commercial/Industrial Educational/Agricultural Places of Worship/Recreational	 51,000.00 21,000.00 21,000.00 21,000.00
2.	<b>Ground Rent/Square Meter/Annum</b> <b>Phase I</b> Central Business District Maitama & Asokoro Districts Garki & Wuse Districts All Phase II & III Districts Satellite Towns	 35.00 25.00 25.00 15.00 10.00

S/N	Subject	Rate N
3.	<b>Ground Rent/Square Meter/Annum</b>	45.00
	<b>Commercial</b>	35.00
	CBD-	
	Shops, Supermarkets, Restaurants	30.00
	Offices & Related uses	25.00
	<b>Phase I</b>	
	Maitama & Asokoro Districts	20.00
	Garki & Wuse Districts	15.00
	<b>Phase II</b>	
	All Phases II & III Districts	15.00
Satellite Towns		
Hospitals/Clinics/Health Care	7.50	
Facilities within FCC		
Hospitals/Clinics/Health Care		
Facilities outside FCC		
4.	<b>Quarrying</b>	
	Commercial	30.00
	Private	25.00
5.	<b>Religious Institutions</b>	
	Within FCC	20.00
	Outside FCC	10.00
	<b>Educational Institutions</b>	
	Within FCC	10.00
	Outside FCC	5.00
	<b>Agricultural Uses</b>	1.00
	<b>Parks &amp; Others</b>	
	Orchards	10.00
	Gardens	10.00
6.	<b>Light Industry</b>	
	Idu Industrial Area	20.00
	<b>Heavy Industry</b>	
Gwagwalada Industrial Area	25.00	
7.	<b>Petrol Filling Stations</b>	100.00

#### 14.5 MODE OF PAYMENT: E-Payment Solution

#### VITAL LINKS:

Tel / Fax: +234 803 374 8850

E-mail: [shuaibu@nipc.gov.ng](mailto:shuaibu@nipc.gov.ng)

## CHAPTER

# 15

### CENTRAL BANK OF NIGERIA (CBN)

#### 15.1 INTRODUCTION:

The core mandate of the Central Bank of Nigeria (CBN) is derived from the provisions of the CBN Act of 2007 as amended. The functions are mainly:

- Ensure Monetary and Price stability
- Issuance of legal tender currency
- Maintenance of External Reserve to safeguard the international value of the legal tender currency;
- Promotion of a Sound Financial System and
- Banker and financial adviser to the Federal Government.

The Bank is also charged with responsibility of supervising and regulating banks and other financial institutions, which aims at ensuring high standard of banking practice and sustaining financial stability.

#### 15.2 SERVICES OOFERED BY CBN DESK AT THE CENTRE

- The role of CBN in OSIC is basically to provide information on financial sector regulatory requirements and procedures for carrying on such transactions by prospective investors. The under-listed services alongside others not listed here are available:

S/N	Services/Explanatory Notes	Documentary Requirements
1.	<b>Direct Foreign Capital Investment in Nigeria-</b> A foreign national who wishes to establish an enterprise in Nigeria shall first incorporate with CAC. He shall be issued CCI by the Authorised Dealer within	<u>The Investor shall supply the following where investment is in funds inflow</u> Tested telex message advising payment Board resolution of the local beneficiary authorising the investment Purpose of capital importation



S/N	Services/Explanatory Notes	Documentary Requirements
	<p>24 hours of the receipt of the capital base on the following documents.</p>	<p><u>Where Capital is in Equipment</u></p> <p>Original combined certificate of origin and value (CCVO) and Risk Assessment Report (RAR)</p> <p>Certified copy of Bill of Lading (original to be sighted)</p> <p>Certified copy of Bill of Entry/Single Goods Declaration Form</p> <p>Original Import Duty Payment Receipt bearing SGD Form No.</p>
2.	<p><b>Capital Outflows And Outward Transfers IRO Dividends, Profits and Divestments -</b></p> <p>Foreign investors are guaranteed unconditional transfer of their capital, profits and dividends attributable to their investments in any convertible currency through the Authorised Dealers.</p>	<p><u>Capital Transfer(Other than Securities)</u></p> <p>Copy of Sales Agreement</p> <p>CCI or approved status in the case of an old company</p> <p>Evidence to show that the beneficiary has sold or transferred assets</p> <p>Evidence of valuation by an independent third party</p> <p>Completed and approved Form "A"</p> <p><u>Remittance of Dividends, Profits</u></p> <p>Duly completed and approved Form "A"</p> <p>Audited accounts for the year dividends were declared</p> <p>Board of Directors/AGM resolution, authorising payment of dividends/profits to both local and foreign shareholders</p> <p>Evidence of tax payment on the amount to be remitted outside Nigeria, issued by FIRS.</p> <p>CCI or approved status/evidence of previous remittance of dividend/profit</p> <p>Evidence of what is due to each shareholder for the period dividends is declared, and/or dividend warrant</p>

S/N	Services/Explanatory Notes	Documentary Requirements
3.	Banking Business Licences	<p><u>Preliminary Requirements for Grant of Approval-In-Principle:</u></p> <p>A formal application for the grant of a license to Director, Banking Supervision Department submitted with the following:</p> <p>Non-refundable application fee of N500,000.00</p> <p>Deposit of minimum capital of N25 billion with CBN showing evidence of deposit by each shareholder</p> <p>Feasibility Report/Business Plan</p> <p>Board and Management</p> <p>Memorandum and Articles of Association</p> <p>Foreign investors should not be companies incorporated in Off-shore centres or tax havens such as Gibraltar, The Cayman Islands etc.</p> <p><u>Requirements for Grant of Final Licence</u></p> <p>Not later than 6 months after the grant of Approval-In-Principle the promoters of a proposed Bank must submit application for the grant of a final banking license to Director, Banking Supervision Department with the following:</p> <p>Non-refundable licensing fee of N5 million in bank draft payable to CBN</p> <p>3 copies of certified true copy of certificate of Incorporation</p> <p>3 copies of Certified true copy of Memorandum and Articles of Associations</p> <p>3 copies of certified true copy of Form Co2 and Co7 and</p> <p>Evidence of location of Head Office/branch building</p>

S/N	Services/Explanatory Notes	Documentary Requirements
4.	Microfinance Bank Licence	<p><u>MINIMUM REQUIREMENTS</u>  <u>NEW APPLICATION:</u></p> <ol style="list-style-type: none"> <li>1. Obtain application form from Other Financial Institutions Dept.</li> <li>2. Apply to the Governor, Central Bank of Nigeria for operating license in microfinance business with a non-refundable fee of N50,000.00</li> <li>3. Feasibility Report</li> <li>4. Certificate of Incorporation from Corporate Affairs Commission</li> <li>5. Memorandum and Articles of Association (MEMART)</li> <li>6. Bank draft of N20,000,000.00 or N1 billion as the case may be made payable to Central Bank of Nigeria</li> <li>7. Signed CVs of the proposed Management team</li> <li>8. The composition of the Board of Directors and their signed and dated CVs and others as may from time to time be prescribed.</li> </ol> <p><u>APPLICATION FOR CONVERSION</u>  Exiting Community Banks, NGOs and Universal Banks can apply for Conversion or set up subsidiaries to handle microfinance business by submitting the following documents:</p> <ol style="list-style-type: none"> <li>1. Latest Audited Account</li> <li>2. Proposed Name</li> <li>3. Draft Amended MEMART</li> <li>4. Board Resolution to convert ratified by AGM/Executive General Meeting</li> <li>5. Five year Business Plan of the MFB</li> <li>6. Composition of Board of Directors and signed and dated CV</li> <li>7. Signed CV of proposed Management Team</li> <li>8. Appropriate MIS, Internal Control/Risk Management procedures Manual  Letter of undertaking that Executive Management will undergo the certification process - training</li> </ol>

S/N	Services/Explanatory Notes	Documentary Requirements
5.	<b>Other financial, banking and forex related services</b>	Refer to the Foreign Exchange Manual and the CBN Desk Officer for guidance and advisory assistance.

**Note:** Documentary Requirements could change at any time

**VITAL LINKS:**

E-mail: [cbn@cenbank.org](mailto:cbn@cenbank.org)

For further information visit: [www.cenbank.org](http://www.cenbank.org)

## CHAPTER

# 16

### **NIGERIAN MARITIME ADMINISTRATION AND SAFETY AGENCY (NIMASA)**

#### **16.1 INTRODUCTION**

The Nigerian Maritime Administration and Safety Agency (NIMASA) is a statutory Agency established by the NIMASA ACT 2007 which merged the then National Maritime Authority (NMA) and Joint Maritime labour Industrial Council (JOMALIC) .The Agency derives its Mandate from the following Acts:

- Nigerian Maritime Administration and Safety Agency Act 2007
- Merchant Shipping Act, 2007
- Coastal and Inland Shipping (Cabotage) Act 2003

#### **16.2 FUNCTIONS OF THE AGENCY:**

- a. To correct the imbalance in the nation's seaborne trade by promoting indigenous shipping companies to participate in the trade.
- b. To assist indigenous shipping companies acquire ships and to develop the national maritime infrastructure
- c. To carry out the functions of maritime safety administration
- d. To refocus and reposition the nation's maritime labour subsector for enhanced welfare and improved productivity
- e. To enforce the provision of the Coastal and Inland Shipping (Cabotage) Act

#### **16.3 SERVICES OFFERED BY THE AGENCY**

##### **a. REGULATORY SERVICES**

- Flag State Administration
- Port State Control/Administration
- Marine Environment Management
- Implementation of Relevant IMO, ILO & IHO Conventions (ISPS Code, MARPOL '73/78:ISM Code, SOLAS 74 etc)
- Registration of Shipping Companies and Agents
- Certification of Seafarers and Registration of Dockworkers

**b. PROMOTIONAL SERVICES**

- Indigenous participation in domestic and international shipping
- Maritime infrastructure development
- Human resources development
- Maritime Seminars and Workshops
- Investment Opportunities
- Ship Registration

**c. OPERATIONAL SERVICES**

- Marine Environment Management and Emergency Services (Search and Rescue)
- Hydrographic Services-Charting of Nigerian Coastline& Chart Management Services
- Operation of Global Maritime Distress& Safety System(GMDSS)
- Marine Safety Information Service
- Monitoring of Ships and Cargo Traffic at the Ports/Terminals
- Maritime Security: Integrated Coastal Maritime Surveillance System (COMARASS)
- Cabotage Enforcement

**d. CAPACITY BUILDING**

- Support to Nigerian Maritime Training Institutions
- Sponsorship of Seafarers and Dock labour Training
- Maritime Resource Centre
- Promoting Small and Medium Scale Maritime Businesses

**16.4 SERVICES OFFERED AT THE CENTRE**

- Provide detailed Information and Guidance on Procedures of the Agency's activities and investment opportunities in the Maritime Sector
- Serve as a link between the investors and the Agency to enable them fulfil their requirements and needs without much problem.
- Facilitate appointments for Investors and others to see the Management of the Agency.

**VITALLINKS:**

**Tel. No.:** 08033496515

**E-mail:** [nimasa@nipc.gov.org](mailto:nimasa@nipc.gov.org), [rakiya1311@yahoo.com](mailto:rakiya1311@yahoo.com)

**Website:** [nimasa.gov.ng](http://nimasa.gov.ng)

## CHAPTER

# 17

### NIGERIAN EXPORT PROMOTION COUNCIL (NEPC)

#### 17.1 INTRODUCTION

The Nigerian Export Promotion Council (**NEPC**) is the apex Government Agency statutorily mandated to promote non-oil exports in Nigeria. It was established through the Nigerian Export Decree No. **26** of **1976** and was formally inaugurated in March **1977**.

The decree was subsequently amended by the following decrees: Decree No. **72** of **1979**, Nigerian Export Promotion Act Cap **306**, Decree No. **41** of **1988**, Decree No. **18** of **1986** and finally Decrees No **64** and **65** of **1992**. All these were aimed at strengthening and enhancing the quality of services rendered by the Nigerian Export Promotion Council to the exporting community.

#### 17.2 SERVICES OFFERED BY NEPC DESK AT OSIC

The Nigerian Export Promotion Council Desk at the One-Stop Investment Centre (OSIC) offers a range of services to the prospective Investors / Exporters willing to do business in Nigeria.

**These services include the following:-**

- a. Processing of application forms for Registration of Nigeria Exporters entrants into the exporting business.
- b. Kick Start the Processing of Export Expansion Grant (EEG) and following with Incentive Unit of NEPC.
- c. Providing technical assistance to the Investors/Exporters in such areas as Export Procedures and Documentations, packaging, financing, etc.
- d. Attend to trade enquiries in such areas as exportable products in Nigeria, Local and Worldwide Commodities Prices, etc.

- e. Facilitate the link between the Investors and the Producers/Exporters of various commodities in Nigeria.
- f. Mobilize the Investors/Exporters to participate in NEPC Organize Foreign Trade Fairs/Exhibition, Trade Missions, Solo Exhibitions, Contact Promotion Programme etc.
- g. General Enquiries on the Activities of NEPC.

### **17.3 PROCEDURAL STEPS FOR REGISTRATION AS NIGERIAN EXPORTER:-**

#### **Organizations to be registered and Documents required**

##### **a. Documents Required For A Limited Liability Companies Are:-**

- Photocopy of Company's Certificate of Incorporation
- A Certified Copy of Memo & Article of Association
- Certified True Copy of Form C.O.7

##### **b. For Corporative Societies**

- Certificate of Registration
- By Laws

##### **c. For Government And Non-Government Organizations**

- Certificate of Registration
- Article of Associations
- Law Establishing the Agency in the Case of Government Organization

**Note:** The original copies of the Documents are to be sighted and the exporters certificate is to be revalidated annually.

### **17.4 GUIDELINES FOR BENEFITTING FROM EXPORT EXPANSION GRANTS (EEG)**

The Export Expansion Grant Scheme is a very vital incentive required for the stimulation of Export Oriented activities that will lead to significant growth of the non-oil export sector.

- a. Download** Baseline Data Form via [www.nepcng.com](http://www.nepcng.com) and complete same, attaching audited financial statement
- b. Open a Domiciliary Account** with the Commercial Bank
- c. Complete Application Form** and attach the following documents:-
  - Nigerian Export Proceed Form (NXP) from the commercial bank
  - Clean Certificate of inspection (CCI) from cobalt international
  - Single Goods Declaration form from Nigerian Customs Service
  - Commercial Invoice
  - Bill of Lading/Airway bill/Way bill
  - Evidence of Repatriation (Bank Letter)



- Non-Oil Export data form
- Note:-all these documents must be accompanied with the NEPC Certificate and Certificate of Incorporation from CAC.

### 17.5 PARTICIPATION IN FOREIGN TRADE FAIRS/EXHIBITIONS

- Purchase of Application Form @-N500 per fair
- Complete and submit the Trade Fair Form
- Screening and selection of participants

### 17.6 EXPORTABLE PRODUCTS AND SERVICES FROM NIGERIA

- Agricultural Commodities
- Solid Minerals
- Manufactured products
- Horticultural and Floriculture
- Pharmaceuticals
- Textile and Hand crafts
- Wood Products
- Leather Products
- Services, etc

### 17.7 FEES

S/N	REGISTRATION OF NIGERIA EXPORTERS	FEES
1	Application Form	N500.00
2	Registration (processing)	N5,000.00
3	Revalidation	N3,000.00
4	Surcharge for lost/Mutilated Certificate	N10,000.00

### 17.8 RECOMMENDED MODE OF PAYMENT

All payments are by cash, payable to the account unit of NEPC after which the receipt is issued.

#### VITAL LINKS:

Tel/Fax: +234 803 057 3945

E-Mail : [nepc@nipc.gov.ng](mailto:nepc@nipc.gov.ng)

For further information visit: [www.nepcng.com](http://www.nepcng.com)

## CHAPTER

# 18

### NIGERIAN ELECTRICITY REGULATORY COMMISSION (NERC)

#### 18.1 INTRODUCTION:

The Nigerian Electricity Regulatory Commission (NERC) is an independent regulatory agency which was inaugurated on 31st October 2005 as provided in the **Electric Power Sector Reform Act 2005**.

The Commission is mandated to carry out:

- The monitoring and regulation of the electricity industry
- Issuance of licences to market participants, and
- Ensure compliance with market rules and operating guidelines.

#### 18.2 LICENSES AND PERMITS

Section 62 of the Electric Power Sector Reform Act 2005 provides that any person intending to engage in the business of electricity generation, transmission, system operation, and distribution or trading shall be required to obtain an operator's licence from the Nigerian Electricity Regulatory Commission.

- To be able to generate power for your own use (Captive Power Generation), you need to apply for a Permit.
- To be able to Transmit, Distribute or Generate power for sale, you need to apply for a LICENCE.

Application forms and copies of regulations can be obtained from the offices of the Commission or downloaded from the Commission's website- [www.nercng.org](http://www.nercng.org).

#### 18.3 MANDATORY SUBMISSIONS FOR APPLICATIONS

- a. Completed Application Form;
- b. Certificate of Incorporation and Memorandum and Articles of Association, or Deed of Partnership, or Deed of Trust, etc (as applicable);
- c. Registered Title Deed to Site, or Sale Agreement, or Deed of Assignment/Gift, or evidence of submission of a title deed to a relevant land processing agency (as applicable);

- d. Tax Clearance Certificate for immediate past three (3) years;
- e. Certified Audited Financial Statements and Accounts for immediate past three (3) years;
- f. Detailed CVs of managerial and technical staff of the power plant;
- g. Location Map;
- h. Single Line Diagram;
- i. Power Plant Design (*only for application for Generation Licence*);
- j. Site Plan Drawings;
- k. Ten-year Business Plan
- l. Off-take Agreement or Arrangement
- m. Environmental Impact Assessment (EIA) Approval Certificate, or Proof of submission and acceptance for processing of the Report on EIA to the Ministry of Environment, Housing & urban Planning, or Details on how effluents and discharges will be managed;
- n. Fuel Supply Agreement, or a letter from a fuel supplier and transporter indicating the inclusion of the fuel needs of the applicant in the supply plans of the fuel supplier and transporter;
- o. Agreement/Approval with Ministry of Water Resources (*where applicable*);
- p. Letter of intent or an MoU from Engineering Procurement Contract (EPC) Contractor;
- q. MoU or Letter of Intent from the technical partner;
- r. Evidence of confirmation from Transmission Company of Nigeria that proposed connection point has capacity to take load which will be fed to it (*only for application for Generation Licence*);
- s. Financing Agreements or Letter to fund the project from bank(s); and
- t. Timelines for commissioning of the power plant and on the date when different capacities of the plant will come into operation, relative to date of issuance of a licence.

## 18.4 SCHEDULE OF LICENCES & FEES

### A. Grid-Connected Operations:

S/N	Licence Category	Validity Period (Years)	Processing Fees for Application & Amendment of Licences (Naira)	Licence Fees (US Dollars) or Naira equivalent	Processing Fees for Renewal & Extension of Tenure (Naira)	Annual Operating Levies
1	Generation: 1 – 10MW 11 – 50MW 51 – 100MW 101 – 200MW 201 – 300MW 301 – 400MW 401 – 500MW Above 500MW	10	N70,000.00 N150,000.00 N200,000.00 N250,000.00 N350,000.00 N400,000.00 N450,000.00 N500,000.00	US\$5,000.00 US\$30,000.00 US\$40,000.00 US\$60,000.00 US\$80,000.00 US\$100,000.00 US\$120,000.00 US\$140,000.00	N35,000.00 N75,000.00 N100,000.00 N125,000.00 N175,000.00 N200,000.00 N225,000.00 N250,000.00	1.5% of Licensee's Charges/kWh
2	Transmission	10	N1,000,000.00	US\$300,000.00	N500,000.00	"
3	System Operations	10	N1,000,000.00	US\$300,000.00	N500,000.00	"
4.	Distribution	10	N1,000,000.00	US\$75,000.00	N500,000.00	1.5% of Licensee's Charges/kWh net the cost of generation and transmission
5.	Trading	10	N1,000,000.00	US\$75,000.00	N500,000.00	"

**B. Operations not Connected to the Transmission Grid or Embedded Generation:**

S/N	Licence Category	Validity Period (Years)	Processing Fees for Application & Amendment of Licences	Licence Fees (US Dollars) or Naira equivalent	Processing Fees for Renewal & Extension of Tenure	Annual Operating Levies
1.	Generation: 1 – 10 11 – 25 26 – 40 41 – 60 61 – 85 86 – 100 101 – 200 201 – 400 401 – 500 Above 500	Up to 10	N50,000.00 N150,000.00 N175,000.00 N225,000.00 N250,000.00 N275,000.00 N300,000.00 N400,000.00 N500,000.00 N600,000.00	US\$10,000.00 US\$35,000.00 US\$40,000.00 US\$45,000.00 US\$50,000.00 US\$55,000.00 US\$75,000.00 US\$95,000.00 US\$150,000.00 US\$200,000.00	N25,000.00 N75,000.00 N87,500.00 N112,500.00 N125,000.00 N137,500.00 N150,000.00 N200,000.00 N250,000.00 N300,000.00	1.5% of Tariff Charge/kWh
2.	Distribution	Up to 10	100,000.00	US\$20,000.00	N50,000.00	1.5% of Licensee's Charges/kWh net the cost of generation and transmission

**Vital Links:**

**Tel/Fax:** +234 803 585 3981

**E-Mail:** [nerc@nipc.gov.ng](mailto:nerc@nipc.gov.ng), [deyang@nercng.org](mailto:deyang@nercng.org), [info@nercng.org](mailto:info@nercng.org)

**For further information visit:** [www.nercng.org](http://www.nercng.org)

## CHAPTER

# 19

### MINISTRY OF FOREIGN AFFAIRS (MFA)

#### 19.1 VISION

To build an efficient Foreign Ministry that is knowledge-based and technology driven in service delivery in pursuit of **Nigeria's interests and foreign policy goals and objectives.**

#### 19.2 MISSION

Dedicated to the vigorous pursuit of the vital National Interests of the Federal Republic of Nigeria, and the promotion of African integration and unity, international cooperation for the consolidation of global peace, security and a just world economic order and democratic values, through the **formulation, articulation and implementation of Nigeria's Foreign Policy objectives for the benefit of Nigeria, and its citizens by building the capability to be a major role player in world affairs, earning the respect of the people of Africa, and the larger International Community.**

#### 19.3 FUNCTIONS OF MFA DESK AT THE CENTRE

The Ministry of Foreign Affairs plays a valuable role in facilitating Foreign Direct Investment (FDI) and the actualization of the present Administration's goal in attaining the objectives of vision 20:20:20 by the Federal Government. Thus, the Ministry of Foreign Affairs Desk at OSIC is amongst others, expected to offer the following services:

- a. Collecting and disseminating information on Nigeria's<sup>o</sup> economic potentials, investment laws and guidelines, tariffs and taxes through our Missions abroad to prospective foreign investors and other international groups;
- b. Facilitating and fast-tracking all trade and investment related issues concerning the Ministry and our Missions abroad such as visa matters and basic due diligence of foreign companies;

- c. Handling of issues (through Headquarters) concerning Foreign Embassies, Consular Posts and International Organizations accredited to Nigeria;
- d. Provision of general information/data on the Ministry of Foreign Affairs statutory mandate with particular reference to issues concerning Economic Diplomacy;
- e. Clarification of all issues concerning the Nigeria Foreign Policy as it relate to Foreign Direct Investment;
- f. Liaising with MFA Protocol Desks at Murtala Mohammed International Airport, Lagos and Nnamdi Azikwe International Airport, Abuja for airport receptions / courtesies for foreign investors.
- g. Providing necessary information and assistance to investors on possible areas of investments projects.

**VITAL LINKS:**

**E-Mail:** [mfa@nipc.gov.ng](mailto:mfa@nipc.gov.ng)

**For further information visit:** [www.mfa.gov.ng](http://www.mfa.gov.ng)

## CHAPTER

# 20

### NATIONAL PLANNING COMMISSION (NPC)

#### 20.1 MANDATE

The National Planning Commission (NPC) was established by Act No. 71 of 1993 to among other things determine and advise on policies that will best promote national unity and integration and sustain the Nigerian nation. The Commission has the mandate to formulate and prepare national development plans and coordinate their implementation at the three tiers of government. It also provides advice on matters relating to national development and overall management of the Nigerian economy for positive growth and ensures that policies, programmes and projects are properly implemented by all relevant stakeholders.

#### 20.2 THE CORE OBJECTIVES OF THE COMMISSION ARE:

- a. To ensure social justice and human welfare at all levels of the Nigerian society;
- b. To focus on key national development issues and suggest ways for their efficient resolution;
- c. To provide a national focal point for the co-ordination and formulation of national policies and programmes;
- d. To draw up, from time to time, national economic priorities and programmes and map out implementation strategies;
- e. To coordinate the formulation and implementation of government programmes as contained in the short-, medium- and long-term plans at the Federal, States and Local Government levels;
- f. To enhance the efficiency of public sector spending and general economic management; and
- g. To determine how Nigeria can best realise all the objectives stated above and compete efficiently in the global system.



### **20.3 THE KEY FUNCTIONS OF THE COMMISSION INCLUDE:**

- a. Provision of policy advice to Mr. President in particular and Nigeria in general all spheres of national life;
- b. Set national priorities and goals and engender consensus amongst public private sectors stakeholders for its accomplishment;
- c. Undertake periodic review and appraisal of the human and material resources capabilities of Nigeria for efficient and effective utilization;
- d. Formulate and prepare short, medium and long term development plans and coordinate their implementation at the three tiers of government;
- e. Monitor projects and progress relating to plan implementation;
- f. Conduct research into various aspects of national interest and public policy with a view to foster sustainable economic development of Nigeria;
- g. Manage multilateral and bilateral economic cooperation, including development aids, and technical assistance programming; and
- h. Deals with matters relating to regional economic cooperation - ECOWAS, UNECA, South-South Cooperation etc.

### **20.4 SERVICES OFFERED BY NPC AT THE CENTRE**

- a. Provision of information and technical advice on macroeconomic indicators;
- b. Provision of information on Government Policy thrusts and priority sectors of the Nigerian economy;
- c. Facilitation of registration of Non-profit making International NGOs;
- d. Facilitate the activities and operations of the development partners in Nigeria such as EU, USAID, JICA, CIDA, DFID, UNICEF etc; and
- e. Follow-up action on other matters relating to NPC mandates and functions at the Commission's Headquarters in Abuja.

### **VITAL LINKS:**

**ADEOSUN, David Taiwo**

**Telephone: +234 802 320 4241; +234 813 947 4007**

**E-Mail: [npc@nipc.gov.ng](mailto:npc@nipc.gov.ng)**

**For further information visit: [www.npc.gov.ng](http://www.npc.gov.ng)**

## CHAPTER

# 21

### 20. CHAPTER TWENTY-ONE

#### DEPARTMENT OF PETROLEUM RESOURCES (DPR)

##### 21.1 INTRODUCTION:

Established by the Petroleum Act 1969, the Department of Petroleum Resources (DPR) is the Federal government organization set up to regulate and monitor the Oil and Gas industry in Nigeria – ensuring standards and compliance with best international industry practices. Some regulatory instruments include–

- Laws of the Federal Republic of Nigeria
- 1969 Act and Amendments
- Ministerial Regulations
- Ministerial Directives
- Procedure Guides

The statutory functions of the DPR (See Appendix 1) are carried out for statutorily approved fees and charges (Appendix 2) by way of -

- Approvals,
- Monitoring - through visits, close procedural observations and guidance, renewals, enforcement of penalties
- Processing – Licenses and Permits

The DPR is able to provide its services through an administrative structure (Appendix 3) that retains policies and strategies in the Head Quarters, and operational procedures and processes replicated in seven (7) Zonal Offices and thirteen (13) Field offices strategically located nationwide. This enables all stakeholders to access and initiate action on the desired activity, or investment proposal from any of the DPR offices within the nearest locality.

### **21.1 SERVICES OFFERED BY DPR AT THE CENTRE:**

- a. Provision of general Information/data on DPR statutory mandate and the Oil and Gas Sector to facilitate informed investment decisions.
- b. Facilitation and guidance to investors in the issuance of various approvals/licenses granted by the DPR.
- c. Provision of general advisory services on the investment opportunities in the Oil & Gas Sector, including matching investors' requirements with opportunities available in the Sector.
- d. Facilitation with relevant stakeholders in the Oil & Gas industry on access to support in respect of investment projects for the benefit of prospective investors.

#### **VITAL LINKS:**

**Tel/Fax: DPR Director's Office, VI, Lagos 01-2790000**

**E-mail: [dpr@nipc.gov.ng](mailto:dpr@nipc.gov.ng), [nonyenjoku@yahoo.co.uk](mailto:nonyenjoku@yahoo.co.uk)**

**Mobile: 0805 829 8819, 0803 317 0084.**

**For further information, please visit the DPR Website: [www.dprnigeria.com](http://www.dprnigeria.com)**

## APPENDIX 1

### SOME DPR SERVICES AT A GLANCE

UPSTREAM	HEALTH/SAFETY/ ENV	DOWNSTREAM	FACILITIES	CORPORATE PLG.
<p><b><u>Approvals:</u></b></p> <ul style="list-style-type: none"> <li>• Seismic Acquisition</li> <li>• FDP</li> <li>• Drilling</li> <li>• Geophysical Surveys</li> <li>• Field Abandonment</li> <li>• Core Analysis</li> <li>• Field Unitization</li> <li>• Reserves Allowable</li> <li>• Well Testing</li> <li>• Well Completion</li> </ul>	<p><b><u>Approvals:</u></b></p> <ul style="list-style-type: none"> <li>• EIA</li> <li>• Waste Mgt HSE Permits</li> <li>• Drill,</li> <li>• Construct,</li> <li>• Flare,</li> <li>• Discharge,</li> <li>• Lab Ops,</li> <li>• Re-injection,</li> <li>• Clean-up,</li> <li>• Safety Audit,</li> <li>• Pipeline Integrity,</li> <li>• Radio-active subst.,</li> <li>• Offshore safety</li> </ul>	<p><b><u>Approvals:</u></b></p> <ul style="list-style-type: none"> <li>• Construction &amp; operation of Depots, Installations&amp; Sales Outlets.</li> <li>• Crude/Gas export clearance</li> <li>• Product Import</li> <li>• Rig Import</li> <li>• Calibration</li> <li>• Crude Sample Analysis</li> <li>• Cert. of Quantity</li> </ul>	<p><b><u>Approvals:</u></b></p> <ul style="list-style-type: none"> <li>• Pipeline Permits</li> <li>• Permits for all Surface Installations (e.g LNG Plants, Platforms, FPSO Terminals) in the :</li> <li>• Conceptual</li> <li>• Design Engr.</li> <li>• Pre-Commissioning</li> <li>• Commissioning &amp;</li> <li>• Operating stages.</li> </ul>	<p><b><u>Approvals:</u></b></p> <ul style="list-style-type: none"> <li>• Corporate Strategies/Goals</li> <li>• Oil and Gas Economic related activities</li> <li>• DPR Budgets</li> <li>• Annual Work Programmes</li> <li>• Annual Reports</li> <li>• Stat. Bulletin</li> </ul>
<p><b><u>Monitoring:</u></b></p> <ul style="list-style-type: none"> <li>• Seismic</li> <li>• Drilling</li> <li>• FDP</li> <li>• Production Activities</li> <li>• Gas Utilization</li> </ul>	<p><b><u>Monitoring:</u></b></p> <ul style="list-style-type: none"> <li>• Spill/Accidents</li> <li>• Contingency plans</li> <li>• Environ. Audit</li> <li>• Waste Mgt</li> <li>• Effluent Disposal</li> <li>• Product quality</li> <li>• Chemical Tracking</li> </ul>	<p><b><u>Monitoring:</u></b></p> <ul style="list-style-type: none"> <li>• Terminals, Jetties, Refineries, Plants, quota, Depots, Storages etc</li> <li>• Tank Integrity test</li> <li>• Products Distribution</li> </ul>	<p><b><u>Monitoring:</u></b></p> <ul style="list-style-type: none"> <li>• Concept Selection</li> <li>• Detailed Engineering</li> <li>• Construction</li> <li>• Installations</li> <li>• Pre-Commissioning</li> <li>• Commissioning</li> <li>• Facilities etc</li> </ul>	<p><b><u>Monitoring:</u></b></p> <ul style="list-style-type: none"> <li>• Global Energy demands &amp; related activities</li> <li>• Developments In global technical/policy arena</li> <li>• DPR Budget</li> <li>• Performance of Annual Work</li> </ul>

## APPENDIX 2

### SOME DPR SERVICES AND FEES

S/N	SERVICE	FEES	MODE OF PAYMENT
1.0	Certification, Classification, and Accreditation of Oil/Gas Industry Service Companies (s60A of Pet – Drilling & Prod) Amendment Regulations 1988)		
1.1	<ul style="list-style-type: none"> <li>General Purpose Category – Minor supply works and maintenance</li> </ul>	N5,000.00	Bank draft in favour of Fed. Govt. of Nig., DPR Fees Account.
1.2	<ul style="list-style-type: none"> <li>Major Category- Requires special/technical skills</li> </ul>	N25,000.00	Bank draft in favour of Fed. Govt. of Nig., DPR Fees Account.
1.3	<ul style="list-style-type: none"> <li>Specialized Category – Highly specialized/technical skills.</li> </ul>	N250,000.00	Bank draft in favour of Fed. Govt. of Nig., DPR Fees Account.
2.0	Hydrocarbon processing plants – Petroleum Refinery & Petrochemicals (Guidelines pursuant to Regulation (2) and (3) of the Petroleum Refining Regulations, 1974)		
	Application fees for either:- <ul style="list-style-type: none"> <li>License to Establish new plant (LTE)</li> <li>Relocation of existing plant</li> <li>Revalidation of an expired Approval to Construct (ATC)</li> </ul>	USD 50,000.00	Bank draft in favour of Fed. Govt. of Nig., DPR Fees Account.
2.1	License to Operate	USD 100,00.00	Bank draft in favour of Fed. Govt. of Nig., DPR Fees Account.
2.2	Service Charge	N500,000.00	Bank draft in favour of
			Department of Petroleum Resources.
2.3	Commitment deposit for proof of financial capability for project	USD 1M per 10,000 bpsd capacity	Bank draft in favour of Fed. Govt. of Nig., DPR Fees Account.

## APPENDIX 3

### DPR ZONAL AND FIELD OFFICES STRUCTURE NATIONWIDE

S/N	ZONE	ZONAL OFFICE LOCATION	FIELD OFFICES IN ZONES	STATES COVERED
****	DPR HEADQUARTERS	No. 7, Kofo Abayomi Street, Victoria Island, Lagos.		ALL STATES
1	LAGOS ZONE	Lagos		Lagos, Ogun
			Ibadan	Oyo, Osun
			Illorin	Kwara
2	ABUJA ZONE	Abuja		FCT, Niger
			Makurdi	Benue, Nassarawa
			Jos	Plateau
			Lokoja	Kogi
3	KADUNA ZONE	Kaduna		Kaduna, Katsina, Zamfara
			Kano	Kano, Jigawa
			Sokoto	Sokoto, Kebbi
4	MAIDUGURI ZONE	Maiduguri		Borno, Yobe
			Gombe	Gombe, Bauchi
			Yola	Adamawa, Taraba
5	PORT-HARCOURT ZONE	Port-Harcourt		Rivers, Bayelsa
			Eket	Akwa Ibom, Cross River
6	WARRI ZONE	Warri		Delta, Edo
			Akure	Ondo, Ekiti
7	OWERRI ZONE	Owerri		Imo
			Enugu	Enugu, Anambra, Ebonyi
			Aba	Abia

## CHAPTER

# 22

### MANUFACTURERS ASSOCIATION OF NIGERIA (MAN)

#### 22.1 INTRODUCTION:

The Manufacturers Association of Nigeria (MAN) was established in May, 1971 as a company limited by guarantee. It is the umbrella organization of Manufacturers in Nigeria. The mission is to promote, in close cooperation with its members, other organs of the Organized Private Sector, the Government and other Stakeholders in the economy, an enabling environment for industrial development, growth and prosperity of the society at large” Specific objectives are as follows:

#### 22.1.1 OBJECTIVES:

- a. To provide for manufacturers all over Nigeria the means of formulating, making known and influencing general policy in regard to industrial, labour, social, legal, training, and technical matters;
- b. To develop and promote the contribution of manufacturers to the national economy through government and otherwise, whose work may affect directly or indirectly the interests of manufacturers;
- c. To encourage a high standard of quality of members' products through the collection and circulation of useful information and the provision of advice;
- d. To encourage the patronage of members' products by Nigerians and by consumers in foreign countries;
- e. To communicate and liaise with kindred and other bodies, in the accomplishment of the objectives of the Association and on subjects of common interest.

#### 22.2 THE ROLE OF THE ASSOCIATION

- a. Membership Services
- b. Information Dissemination
- c. Research and Training (to aid policy formulation, influence members' business potentials in areas of new products, market, technology, information, etc.)

d. Public Policy Advocacy to promote friendly business policies that:

- Will enhance members' business interests
- Stimulate economic growth
- Equip members with information and motivation
- Foster the development of an economic environment that will enhance entrepreneurship
- Encourage investment
- Will create employment opportunities.

### **22.3 SERVICES TO MEMBERS**

Services offered by the Secretariat include the following:

- a. Public Policy Advocacy
- b. Monitoring and analyzing of government policies
- c. Economic research and analysis
- d. Preparation of memoranda on topical industrial and economic issues
- e. Information dissemination
- f. Liaison activities for members
- g. Capacity building and manpower development
- h. Promotion of Made-in- Nigeria products
- i. Reconciliation and harmonization of diverse interests of members
- j. Promotion and organization of trade missions and exhibitions
- k. Specific intervention on members and sectoral problems
- l. Business Consultancy:
  - Investment and financial advisory services
  - Local and international business linkages
- m. Seminars and Conferences
- n. Publications, which include:
  - MAN Information Brochure
  - Annual Report
  - Half-Year Economic Review
  - MAN News – a quarterly publication
  - Nigeria Industrial Directory
  - MAN Newsletter – a monthly publication
- o. Information and Communication Technology-based Services

### **22.4 MEMBERSHIP BENEFITS**

Deriving from the set objectives of its establishment and services rendered, MAN Members enjoy the following benefits:

- a. Credibility as a Manufacturer
- b. Access to up-to-date business information
- c. Capacity Building for members



- d. Recognition by Government Agencies and business community
- e. Public Policy Advocacy for favourable investment/industrial policies
- f. Business linkages
- g. Direct interventions on members' problems
- h. Consultancy/Advisory Services
- i. Promoting Made-in-Nigeria Products.
- j. Recognition by government and other stakeholders (National and International)
- k. Consultation with Government

## **22.5 SERVICES OFFERED BY MAN AT THE CENTRE**

- a. To facilitate the enlistment of newly established industries into the Manufacturers Association of Nigeria
- b. Provide Prospective investors in the manufacturing sector with relevant information that would facilitate easy take off and smooth operations.
- c. To provide general data on the performance of the manufacturing sector as a vital input into the investment decision process.
- d. To provide relevant information on prevailing condition of all the sectors of manufacturing in Nigeria.
- e. To use the auspices of the OSIC to resolve members' operational problems and bridge the gap between its members and other organizations represented at OSIC.
- f. To maintain proximate contact and collaboration with relevant economic ministries, departments, agencies and other private organizations.

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## CHAPTER

# 23

### PHARMACISTS COUNCIL OF NIGERIA (PCN)

#### 23.1 MANDATE:

The Pharmacists Council of Nigeria (PCN) is the Federal Government Parastatal established by Act 91 of 1992 and charged with the responsibility of regulating and controlling the Practice of Pharmacy in all its aspects and ramifications.

#### 23.2 FUNCTIONS:

- a. Determining the standards of knowledge and skill to be attained by persons seeking to become registered members of the Pharmacy profession (in this Decree referred to as "the profession") and reviewing those standards from time to time as circumstances may require;
- b. Securing in accordance with the provisions of this decree, the establishment and maintenance of registers of persons entitled to practice as members of the profession and the publication from time to time of lists of such persons;
- c. Reviewing and preparing from time to time, a statement as to the code of conduct which the Council considers desirable for the practice of the Pharmacy profession;
- d. Regulating and controlling the practice of the profession in all its aspects and ramifications.
- e. Performing such other functions as may be required of the Council under this decree;

#### 23.3 SERVICES OFFERED BY PCN AT THE CENTRE

- a. Pursuant to the above act, the PCN thus inspects, approves and licenses premises in which Pharmaceutical activities take place and these include:

- Manufacturing premises
  - Importation premises
  - Distribution/ wholesale premises
  - Retail Pharmaceutical premises
  - Hospital Pharmacies
- b. Provision of information and technical advice on establishment and issuance of pharmaceutical premises certificate by PCN which is a pre- requisite to product registration by NAFDAC.
  - c. Facilitation of registration of above premises.
  - d. Follow up action on other matters relating to NIPC mandate and functions at the PCN head quarters.

## **23.4 REQUIREMENT FOR PHARMACEUTICAL PREMISES REGISTRATION**

### **23.4.1 Registration of Retail, Distribution and importation premises**

A fully registered Pharmacist shall be eligible to apply for the registration of a Pharmacy retail or distribution or importation facility, provide he has completed his primary assignment in the National Youth Service Corps (NYSC) and presents an NYSC discharge certificate or exemption certificate. The pharmacist would be expected to be up to date with the requirements of the Mandatory Continuing Professional Development (MCPD) program of the Pharmacists Council of Nigeria (PCN) if eligible.

For the registration of a new Pharmaceutical Retail, distribution or importation premises, the following documents shall be submitted to the Registrar, Pharmacists Council of Nigeria, through the Director of Pharmaceutical Services of the State where the premises is to be operated:

- a. An application letter to register the premises;
- b. A duly completed Form B (PCN's Application Form for the registration of premises);
- c. A photocopy of the Annual license to practice or an application for retention of name on the Pharmaceutical register (Form J);
- d. The prescribed inspection and registration fees, in bank draft payable to the "Pharmacists Council of Nigeria";
- e. A photocopy of the letter of resignation from previous employment (if applicable);
- f. The letter of acceptance of resignation (if applicable);
- g. The letter of appointment in the new premises (where applicable);

- h. The legal agreement between the Superintendent Pharmacist and his employer (where applicable);
- i. The company's certificate of Incorporation (evidence of registration of business name is acceptable in respect of a pharmacist owned retail premise);
- j. The company's articles and Memorandum of association (certified copy);
- k. Particulars of the company's Directors as issued by the Corporate Affairs Commission (CAC) (certified copy);
- l. A photocopy of the NYSC Discharge or exemption certificate (where applicable);
- m. A letter of undertaking by the Superintendent Pharmacist to the effect that he has only one (1) Pharmaceutical job;
- n. A letter of undertaking by the Managing Director of the company to the effect that all pharmaceutical businesses would be under direct, personal control and management of the Superintendent Pharmacist;
- o. A pharmacist inter-state movement form (where applicable) duly completed;
- p. Evidence of a pharmacist on the board of Directors; and
- q. The current Annual license of the Pharmacist Director

**Note:**

Please refer to the PCN Four (4) part compendium for the structure, size and location (citing) of Retail, Distribution and importation premises

### 23.4.2 Registration of Pharmaceutical Manufacturing premises

The requirements for the registration of Pharmaceutical retail, distribution and importation outfits are also required for manufacturing premises plus the following:

- a. The list of products to be manufactured;
- b. An Organogram
- c. The list of Staff qualifications and duties;
- d. The Factory Layout;
- e. The Production Flow Chart;
- f. The list of equipment in the Production and Quality Control Departments;
- g. The source of water and water treatment facilities;
- h. The water analysis report of raw and treated water;
- i. The list and source of suppliers of raw materials and packaging materials;
- j. Standard Operating Procedures; and
- k. Payment of the inspection fee- in bank draft of N130,000.00 payable to the Pharmacists Council of Nigeria

**Note:**

All correspondence with the Council must be on the company's letter headed paper.

On receipt of the above named documents, inspection of the pharmaceutical premises

shall be carried out to ensure compliance with the requirements for the registration of such premises. Also note that the National Agency for Food and Drugs Administration and Control (NAFDAC) has a complementary role to play in the registration of pharmaceutical premises.

CLASS	NEW	RENEWAL	INSPECTION FEES
<b>MANUFACTURERS</b>			
Category A (2 Product line and above)	N200,000.00	N100,000.00	N100,000.00
Category B (One Product line)	N100,000.00	N50,000.00	
Category C (One Product)	N40,000.00	N20,000.00	
<b>DISTRIBUTORS</b>			
Category A (Importers)	N100,000.00	N50,000.00	N50,000.00
Category B (Distributors)	N80,000.00	N40,000.00	N30,000.00
Category C (Wholesalers)	N50,000.00	N25,000.00	N20,000.00
<b>RETAILERS</b>	N5,000.00	N3,000.00	N3,000.00

The PCN published a publication titled “**PCN FOUR (4) PART COMPENDIUM FOR THE ASSURANCE OF PHARMACEUTICAL CARE**” which shows the detailed requirements for further information.

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## CHAPTER

# 24

### NIGERIA COPYRIGHT COMMISSION (NCC)

#### 24.1 INTRODUCTION:

The Nigerian Copyright Commission (NCC) is a parastatal of the Federal Ministry of Justice. It was established by Decree No 47 of 1988 and has recently been amended in 1992 and 1999 respectively. It is codified in the Copyright Act C28 Laws of the Federation of Nigeria 2004. The Commission is vested with the powers of Copyright Administration and Enforcement in Nigeria.

##### 24.1.1 VISION

The vision of Nigerian Copyright Commission is to build a viable copyright system and infrastructure that best supports and contributes to National Development.

##### 24.1.2 MISSION

The Commission shall strengthen the administration, protection and enforcement of copyright and also continue to combat piracy nationwide.

##### 24.1.3 MANDATE

The Commission has the mandate to:

- a. Be responsible for all matters affecting copyright in Nigeria as provided for in the Act.
- b. Monitor and supervise Nigeria's position in relation to international convention and advise Government thereon.
- c. Advise and regulate conditions for the conclusions of bilateral and multilateral agreements between Nigeria and any other country.

- d. Enlighten and inform the public on matters relating to copyright.
- e. Maintain an effective data bank on authors and their works.
- f. Make regulations for administration and enforcement of the copyright law.
- g. Enforce the Copyright law by investigating, arresting and prosecuting copyright offenders.
- h. Appoint Copyright Inspectors with powers similar to the police, who shall have all powers to investigate and prosecute copyright offences.

## **24.2 SERVICES OFFERED BY NCC AT THE CENTRE**

- a. Provision of information on guidelines for registration in the Optical Disc Plants sector;
  - Importation and exportation of raw materials used in the replicating and duplicating plants.
  - Approval to import or export optical disc, production parts or manufacturing equipment,
  - Approval to operate as a commercial optical disc duplicator namely, the recording of copyrighted materials owned by others onto recordable optical discs.
- b. Provision of information on how to obtain a license to operate as a Collective Management Organization in Nigeria.
- c. Facilitate the application of the Notification Scheme, i.e obtaining the Notification certificates, certified true copies of certificates and works in the Commission's data base.
- d. Provision of information on how to obtain compulsory license translate and reproduce certain works or produce and publish the works for certain purposes.
- e. Facilitation of the accreditation of persons or business outlets for rental, leasing, hiring, loaning or otherwise distributing of film works.
- f. Management of issues in relation to infringement of copyright; enforcement and prosecution of copyright offenders and the resolution of disputes in the Copyright Industry under the CLAMP initiative (Copyright Litigation Arbitration and Mediation Programme).
- g. Any other issue on Copyright Administration as may arise.

### 24.3 FEES

The following fees shall be paid in respect of application, registration or accreditation licenses or approvals before or at the time of doing the matter in respect of which they are to be paid.

Subject Matter	Amount
Registration of Manufacturers	
i. For the first production line	N250,000.00
ii. For each subsequent / additional production line	N100,000.00
iii. Re-issuance of certificate	N10,000.00
Renewal of Registration	
i. For every production line	N50,000.00
Approvals of Imports / Exports	
i. For every importation / exportation	N100,000.00
Collective Management Organization	
i. Obtaining of License	N250,000.00
Copyright Notification Scheme	
i. Obtain notification certificate	N6,000.00
ii. CTCs of certificate and / or works	N5,000.00
Video Rental Scheme	
i. Accreditation of video rental outlet	N10,500.00
ii. Renewal of video rental outlet	N5,500.00

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## CHAPTER

# 25

### NEW NIGERIA DEVELOPMENT COMPANY LIMITED (NNDC)

#### 25.1 INTRODUCTION:

New Nigeria Development Company (NNDC) is a Development Finance Institution (DFI) owned by the (19) States that constitute the Northern Region of Nigeria. The Company was established in 1949 to contribute to the Socio-Economic Development of the Region. To further assist the Company in the attainment of its objective, modalities for the attraction of Foreign Direct Investment FDI into the region had to be in place and this informed the decision to establish the NNDC Desk at the OSIC.

- Specifically, the Desk has the mandate of Promoting and Facilitating Investments into the (19) States of Northern Nigeria.

#### 25.2 FUNCTIONS OF THE NNDC DESK AT THE CENTRE

The NNDC Desk's functions at the OSIC are as follows:

- a. To provide general information/data on the economy and investment opportunities that abound in each of the (19) Northern States so as to facilitate informed investment decisions by prospective investors.
- b. Provide general advisory services on investment opportunities in Northern Nigeria, including matching investors' requirements with the opportunities available in States within the Region.
- c. Serve as a go-between (or liaison) between prospective investors and each of the States with a view to simplifying the processes and procedures for investment thereby making life a lot easier for investors.

- d. Leverage on the relationship between the NNDC and the governments of the States with a view to ensuring that all bureaucratic bottlenecks as well as red tape that may constitute impediments to prospective investors are reduced to the barest minimum.
- e. Investment facilitation on behalf of investors with a view to ensuring that they actualize their investments in the States.

### **25.3 DOCUMENTATIONS REQUIREMENTS AND FEES**

The Desk's services are open to all prospective investors that are desirous of investing in the Northern Region of Nigeria.

There are no requirements for the payment of any statutory fees by investors for any of the services provided by the NNDC Desk.

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## CHAPTER

# 26

### ODU'A INVESTMENT COMPANY LIMITED

#### 26.1 HISTORICAL BACKGROUND

Odu'a Investment Company Limited was incorporated in July, 1976 to take over the business interests of the former Western State of Nigeria now comprising Oyo, Ogun, Ondo, Osun and Ekiti . The Company commenced business on the 1<sup>st</sup> of October, 1976.

Since inception, it has been operating as a conglomerate with over 70% of her business as Investment/Joint Ventures with reputable Multinationals. Investments within the Group at the inception covered a wide spectrum of economic activities, viz; Integrated Textile Mills, Breweries, Commercial Banking, Insurance Business, Real Estates, Live Stock Rearing, Fisheries Services, Carbonated Drinks, Food and Beverages Industries, Manufacturing in Chemical and Mechanical; Industries, Hotel and Catering, Vehicle Distribution, Bottling and Marketing of Liquefied Petroleum Gases, Printing and Publication.

#### 26.2 OBJECTIVES/MANDATE OF ODU'A AT OSIC

The main objective of Odu'a in having a Desk at OSIC is to serve as the information bank for INVESTMENT OPPORTUNITIES IN THE SOUTH-WEST STATES, with a view to attracts foreign/local investments into the States including Lagos State.

It will provide information on the various investment programmes of the States, such as States policies and incentives to prospective investors. The Desk will go a long way in co-ordinating the various activities of the Odu'a States in Investment Promotion through the NIPC (OSIC), which is the Federal Government authorized investment channel to Nigeria.

### 26.3 SERVICE OFFERED BY ODU'A AT THE CENTRE

To efficiently carryout the stated mandate, the Desk is expected to amongst others:

- a. Provide prospective investors with a streamlined and easy-to-access platform for facilitating investment into the southwest States of Lagos, Oyo, Ogun, Ondo, Osun and Ekiti.
- b. Provide investors with information on the necessary procedures and processes for investing in each of the States. This is already available in a CD-ROM.
- c. Stands as an ambassador for southwest States with responsibility for monitoring investment inflow into the States.
- d. Serve as liaison between investors and each of the State with a view to simplifying the processes and procedures for doing business, and ensuring that investors are well treated and protected in the States.
- e. Provide relevant investment data needed and information on security and incentives that would attract would-be investors in the south western part of Nigeria.
- f. Render efficient and transparent services to investors with a single contact for obtaining approvals and authorizations required for starting an investment project in Nigeria devoid of red tape.
- g. Facilitate the operations of One-Stop Investment Centre in each of the South-West States so as to make the States investor friendly.

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## CHAPTER

# 27

### SOUTH-EAST / SOUTH-SOUTH REGIONAL DESK

#### 27.1 INTRODUCTION

The South East/South South zones share contiguous geographic and administrative proximity as well as similar investment environment.

Consequently, the Nigerian Investment Promotion Commission (NIPC) on March 16, 2009 created the SE/SS Regional Desk at OSIC as part of a proactive policy strategy to galvanize, promote, facilitate and fast-track inflow of foreign and local investments into the SE/SS Regional Block.

The introduction of the SE/SS Desk at OSIC, with similar functions to the OSIC Desks of NNDC and Odu'a Group respectively, enables a special platform within OSIC mandate for prompt service delivery to investors into the 36 States of Nigeria.

#### 27.2 FUNCTIONS OF THE DESK AT THE CENTRE

The SE/SS Regional Desk covers the following eleven States: **South East**- Abia, Anambra, Ebonyi, Enugu and Imo States; **South South** – Akwa Ibom, Bayelsa, Cross River, Delta, Edo and Rivers States. It was established, among others, to;

- a. Effectively and efficiently provide data on investment opportunities, investment environment and incentives to both foreign and local investors at the OSIC
- b. Liaise, co-ordinate and maintain necessary investment promotion and facilitation collaborations with the States
- c. Advice and sensitize investment promotion personnel in the States on global best practices
- d. Play the role of 'ambassador' on issues of investment facilitation by bridging the

information gap of NIPC/OSIC Programmes to investors and stakeholders of the block.

- e. Advice investors on Projects and maintain periodic facility visits to investment sites, land sites and project locations on behalf of the investors and the Commission.

## **27.3 REQUIREMENTS / INCENTIVES**

### **a. Access to land**

All States mapped out industrial estates. Administrative fees are charged for the processing and issuance of C of O to investors, but allow outright waiver on charges (making it free) in the case of big projects with attendant multiplier benefits.

### **b. Registrations**

Generally, there are no other registration requirements except in some specific sectors such as schools, hospitals as well as environmental sensitive projects.

### **c. Taxes**

The States have slight variations with each other. Most States demand environmental tax or levy only; while a few others allow local (community) levy.

### **d. Incentives**

The entire regional block offer assurance of additional negotiated incentives on big projects.

## **27.4 MISSION AND VISION OF THE DESK**

### **27.4.1 Mission**

To transform the Desk into the preferred access point of investors at OSIC to the economies of the two zones by 2012.

### **27.4.2 Vision**

The SE/SS Regional Desk shall strive to sensitize and galvanize the interest of all the stakeholders of the Regional block for possible Joint Venture conglomerate such as NNDC, Odu'a Group, which may in turn inherit the SE/SS Desk at OSIC.

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