



DEPARTMENT OF PETROLEUM RESOURCES

GUIDELINES, REQUIREMENTS AND FORM[S] FOR THE APPLICATION FOR OIL AND GAS INDUSTRY SERVICES PERMIT

January, 2010

Head Office: 7, Kofo Abayomi Street, Victoria Island, Lagos State, Nigeria
Web Address: <http://dprnigeria.com>

Table of Contents

Title	Page
APPLICATION FORM FOR REGISTRATION AS AN OIL&GAS INDUSTRY SERVICE COMPANY	3
CERTIFICATION, CLASSIFICATION AND ACCREDITATION OF OIL/GAS INDUSTRY SERVICES COMPANIES	4
COMPLETING THE FORMS	5
CLASSIFICATIONS	7
GENERAL PURPOSE CATEGORY NEW OR RENEWAL APPLICATION CHECKLIST	11
MAJOR CATEGORY CHECKLIST FOR NEW APPLICATIONS	12
SPECIALISED CATEGORY CHECKLIST FOR NEW APPLICATIONS	13
MAJOR CATEGORY CHECKLIST FOR RENEWALS	14
SPECIALISED CATEGORY CHECKLIST FOR RENEWALS	15
IMPORTANT INFORMATION	16

January, 2010



THE DEPARTMENT OF PETROLEUM RESOURCES

APPLICATION FOR REGISTRATION AS AN OIL&GAS INDUSTRY SERVICE COMPANY

1. Name of Company: _____
2. Registered Address in Nigeria/Mailing Address: _____
3. (a) Operational Base Address: _____
(if different from 2 above)
(b) Telephone Number(s): 1. Mobile: _____ e-mail Address: _____
2. Others: _____
4. Subsidiary or Affiliate of: _____
(where applicable)
5. Nationality of Parent Company or Affiliate: _____
6. Category of Permit Applied for: General Major Specialized
(Please tick the appropriate box)
7. Type of Application *(Please tick whichever is applicable)*: New Renewal
8. Year of Permit/Statutory Fee Payable: _____
9. Directors of the Company:

Name	Address	Nationality
.....
.....
.....
.....
10. Specific Nature of Business _____

Declaration by the Applicant:

I/We declare that the information provided and documents submitted with this application are true and authentic.
I/We am/are aware that my/our application stands disqualified if the contrary is the case, and that I/We may be prosecuted for false information.

.....
NAME OF APPLICANT	POSITION IN THE COMPANY	SIGNATURE	DATE

January, 2010

CERTIFICATION, CLASSIFICATION AND ACCREDITATION OF OIL/GAS INDUSTRY SERVICE COMPANIES

As specified in section 60A of the Petroleum (Drilling and Production) Amendment Regulations 1988, no company shall render or be engaged to render any technical service to the Oil Industry without first being registered and issued a permit to carry out such services by the Director. The guidelines on the permitting process are as follows:

CATEGORIES

GENERAL PURPOSE

This category covers **minor supply works and maintenance** services. Applicants are therefore, expected to choose not more than two(2) services/jobs from ANY of the 3 classifications on page 7 or two(2) jobs from a chosen classification.

Registration under the General Purpose category attracts a statutory fee of **₦5, 000.00,(Five Thousand Naira)** payable in bank draft, written in favour of **Federal Government of Nigeria/DPR Fees Account.**

MAJOR CATEGORY

Companies who wish to register under the Major Category are required to possess technical/special relevant skills and the statutory registration fee is **₦25, 000.00 (Twenty Five Thousand Naira)** payable in bank draft, in favour of **Federal Government of Nigeria/DPR Fees Account.** Details of the jobs/services in this category are found on page (s) 4 to 11 in the guideline package.

SPECIALISED CATEGORY

This category requires that prospective registrants possess highly specialized/technical skills and the statutory registration fee of **₦250, 000.00 (Two Hundred and Fifty Thousand Naira)** is payable in bank draft, in favour of **Federal Government of Nigeria/ DPR Fees Account.** Details of the jobs/services in this category are found on pages 7 to 11 of the guideline package.

January, 2010

COMPLETING THE FORMS

All application packages should spiral bound and arranged as follows:

- (1) **Checklist** – This should be the first page of the application package. Ensure to use the appropriate checklist contained in the guidelines. The General Purpose checklist serves for both new applications and renewals. The other two checklists serves for major and specialized categories and are for new applications and renewals respectively. These are clearly indicated on each of the checklists.

Note that the paging of the entire document must be reflected on the “page” column of the relevant checklist used.

- (2) **Application Form** – This should be the next page required in the application package. It must be duly completed, signed and dated. All addresses and telephone numbers must be correct and functional at the time of submission. **Any change should be promptly communicated to the Department.**
- (3) **The Document; Certificate of Incorporation or Certificate of Registration** (in the case of an enterprise) follows next in the application package.
- (4) **Other documents** - It is important to arrange all other documents as listed on the appropriate checklist used in the order in which they are listed. All documents should be properly paged for ease of referencing and processing.
- (5) **Expatriate Quota** – Companies requiring Expatriate Quota for their businesses in the oil and gas sector are required to justify to the DPR, the positions needed before applying to the Federal Ministry of Interior. Such companies are also required to make annual returns to the Department on their HR indigenization programme.
- (6) **Certification by Professional Bodies** – The major and specialized categories of which services are rendered by professionals or licensed/certified practitioners are required to attach certificates of membership of Staff/company or relevant documents that govern or control such operations in Nigeria e.g. (i) **COREN for construction and engineering.** (ii) **Nigerian Environmental Society (NES), Nigerian Institute of Safety Professionals (NISP), Nigerian Institute of Science and Laboratory Technologists (NISLT), Nigerian Conservation Society (NCS) etc. for environmental related jobs.** (iii) **Civil Defence approval for security jobs, Nigerian Ports Authority (NPA) and Customs licence for Freight, Clearing and Forwarding.**
COMMUNITY AFFAIRS, SAFETY, HEALTH, ENVIRONMENT AND SECURITY (CASHES) Policy – This should reflect the nature of the job i.e. should be operations/job specific.

INSPECTIONS

The DPR would conduct inspection/assessment of the facilities for all new applicants under the major and specialized categories, prior to a consideration for the issuance of permits. Inspections would also be

January, 2010

conducted on companies whose permits had not been renewed for more than three (3) years preceding an application. All Environmental inspection are at random, Waste Management, Laboratory and Diving services, etc, will first be assessed for their professional competency prior to consideration for issuance of the relevant permits. Applicants are to note that this category of applications would take longer to be processed. It may be necessary to inspect existing companies/businesses who have applied for renewals from time to time. Companies must have as a minimum, physical presence in Nigeria. Inspections are without notice.

STATUTORY FEES

Statutory fees are non-refundable. Fees are paid in bank draft or bank certified cheques in favour of **Federal Government of Nigeria/DPR Fees Account.** Applicants are to ensure that bank drafts are **not** mutilated, altered or painted and must not be more than 3 months old as at time of submission. The name of the company must also be boldly written on the reverse of the bank draft. The bank draft must not be punched or stapled. **PAYMENT DOES NOT GUARANTEE A PERMIT.**

SUBMISSION OF APPLICATIONS

Applications can be submitted at any of our offices located in different parts of the country Monday through Friday between 10.00a.m. – 1.00 p.m. Thursdays are for enquiries only, 10.00 a.m. – 12.00 p.m.

COLLECTION OF PERMITS

Permits are issued Monday - Friday between 10 a.m. – 2 p.m; except on Thursdays. Only personnel whose company Photo-ID was submitted with the application will be allowed to pick up the permit, Alternatively, a Letter of Authority from the company, signed by one of the Directors will suffice.

DOCUMENT VERIFICATION AND PENALTIES

Please note that companies whose applications include false or forged documents will be disqualified, penalized and/or prosecuted.

January, 2010

USE OF REPRESENTATIVES

It is advised that competent persons submit applications on behalf of their companies, should there be a need for clarification on information contained in the submissions. Proxies should not represent companies as DPR will not deal with or entertain proxies under any circumstance.

1. Classifications

General Purpose Category

Companies in this category provide services that are not specialized. The following are the job groupings:

1.1.1 **WORKS**

- (i) **Minor Welding Works**
- (ii) **Minor Plumbing Works**
- (iii) **Minor Painting Works**
- (iv) **Photographic Works**

1.1.2 **MAINTENANCE**

- (i) **Minor Civil Maintenance**
- (ii) **Minor Mechanical Maintenance**
- (iii) **Minor Electrical Maintenance**

1.1.3 **SUPPLY**

- (i) **Civil Maintenance Materials**
- (ii) **Mechanical Maintenance Materials**
- (iii) **Electrical Maintenance Materials**
- (iv) **Plumbing Materials**
- (v) **Unskilled Labour e.g. artisans**
- (vi) **Office Stationery**
- (vii) **Computers and its Accessories/Consumables**
- (viii) **Welding Materials**
- (ix) **Minor Catering Services (Provision of Snacks and Beverages for Meetings etc).**

- 1.1.4 Any others as may be determined and/or specified from time to time by the Director of Petroleum Resources.

January, 2010

1.2. Major Category

The services rendered in this category require technical/special skills and are grouped as follows:

- 1.2.1 Water Borehole Services – Water Borehole Drilling, Treatment, Maintenance etc**
- 1.2.2 Maintenance Services – Minor Civil, Mechanical or Electrical Maintenance Services, Drainage, Overhead Tanks, Culverts etc.**
- 1.2.3 Minor Construction Services -- Minor Civil, Mechanical or Electrical Services, Minor Metal Fabrication, Drainage, Underground Storage Tanks (UST), Surface Storage Tanks (SST), Overhead Tanks, Culverts etc.**
- 1.2.4 Pipeline/Storage Maintenance Services – Pipeline Production Facility Maintenance, Pipeline Pigging and Inspection, Non-Destructive Testing (NDT), Corrosion Prevention and Control Services (Cathodic Protection, Coating, etc)**
- 1.2.5 Equipment/Material Supply Services – Supply, Installation and Maintenance of Oil Field Equipment and Materials e.g. Data Storage Systems, Communication Equipment, Cold Room Services, Personal Protective Equipment (PPE), spare parts, Chemical Supply (General Purpose/Analar Grade), Office and Household Appliances (The type of equipment or material must be specified; and only one job will be assigned to a permit).**
- 1.2.6 Protocol and Logistics Services – Car/Vehicle Hire and Leasing, Protocol Services, Travel Agencies, etc.**
- 1.2.7 Consultancy Services – Media and Publicity, Training/Manpower Development, Community Relations, Nigerian Manpower Supply (Nigerian Professionals only), Security Services, Information Technology (Hardware and software management), Legal Services, Architectural Services, Engineering Services (0-50,000 man-hours), Quantity Surveying and Estate Management, Local Freight/Clearing and Forwarding, Horticulture/Landscaping, Furnishing and Interior/Exterior Decoration, etc (only one service will be assigned to a permit).**
- 1.2.8 Laboratory Services – Environmental Quality Monitoring, Bio-monitoring, Bio-degradability Studies, Petroleum Quality Monitoring, Geological Studies, Material Safety Investigations, Medical Investigations, Sample Storage & Preservation (only one service will be assigned to a permit).**
- 1.2.9 Environmental Services – Environmental Assessment/Studies (EIA, EER, EAR, PIA) Office and Domestic Waste Management (Non-Hazardous), Office Fumigation and Sanitation.**

January, 2010

- 1.2.10 **Marine Support Services** -- Supply, Installation and Maintenance of Marine Navigational/Communication Equipment, Marine Logistics
- 1.2.11 **Aviation Support Services** – Supply, Installation and Maintenance of Air Navigational/Communication Equipment, Aviation Logistics
- 1.2.12 **Survey Services** – Land, Topographic and Geodetic Survey Services.
- 1.2.13 **Integrity Test Services** – Pressure Testing/Leak Detection of Vessels/Pipelines, Surface and Underground Oil and Gas Storage Tanks etc
- 1.2.14 **Calibration Services** – Calibration of Petroleum Storage Tanks, Oil and Gas Measurement, Relief/ Pressure Safety Valves Certification, etc.
- 1.2.15 **Haulage Services** – Road Haulage, Petroleum Product Haulage, Domestic Waste Transportation.
- 1.2.16 **Hospital/Medical Services** – Pharmaceutical Supplies, Medical Equipment Supplies, Hospitals Services (0-25 bed spaces), Dietitians etc.
- 1.2.17 **Hospitality Services** – Lodging/Boarding (0-25 rooms), Onshore Catering and other related services
- 1.2.18 **Printing Services** – Publishing and Corporate Branding (Calendars, Cards, Plaques, Monogramming etc.), Educational Material Supply, etc
- 1.2.19 **Automobile Services**—Sales and Maintenance of Cars/Vehicles (Without Showroom)
- 1.2.20 **Data Measurement Services**—Ullage, Fiscalization, Cargo Survey Services etc
- 1.2.21 Others as may be determined and/or specified from time to time by the Director, Department of Petroleum Resources.
- 1.3 **SPECIALISED CATEGORY**

Jobs in this category require specialized and highly technical skills. They are grouped as follows:

- 1.3.1 **Pipeline Services** - Laying of Oil and Gas Pipelines, Pipeline Fabrication/Construction, Pipeline Coating.
- 1.3.2 **Construction Services**- Road Construction, Installation and Upgrade of Onshore and Offshore Production Facilities and Platforms, Storage and/or Export Facilities e.g. Oil Terminals, Depots, Jetties, Process Facilities, FPSO Vessels, Marine Vessels, Structural, Mechanical, Electrical and Civil Engineering Construction, Offshore Scaffolding.

January, 2010

- 1.3.3 **Drilling/Production Services** – Supply Hoisting and Operation of Drilling Rigs, Core Sample Analysis, Drilling/production Chemicals and Materials Supply, other Drilling Support Services such as Well Logging, Wire line Services, Mud Logging, Cementation, Logging While Drilling (LWD)/Measurement While Drilling (MWD), Cutting Re-injection etc.
- 1.3.4 **Exploration Services** – Seismic Data Acquisition and Interpretation. Down Hole Data Gathering and Interpretation, Supply of Seismic Materials and Explosives, etc.
- 1.3.5 **Technical Consultancy** – Engineering and Project Management, Environmental Sensitivity Index (ESI) Mapping, Geographic Information System (GIS), Marine Engineering, Marine survey, Reservoir Evaluation & Management, Technical Integrity Assurance (e.g. Scaffolding Certification, Safety Audit/Technical Surveys, Lifting Equipment Certification etc) and offshore training.
- 1.3.6 **Special Transportation** - Air or Sea Transportation, Rig Move and Deployment Logistics, Marine Vessels Supply and Operation, Offshore Operation Support Services (e.g. Marine Security & Escort, Mooring Services, House Boats, Barges etc)
- 1.3.7 **Dredging Services** – Dredging, Hydraulic Water Channel Maintenance, Shore Consolidation, Land Reclamation, etc.
- 1.3.8 **Waste Management Services** – Installation and/or Operation of Waste Management/Treatment Facilities e.g. TDUs, Incinerators, Compactors, Offshore Fumigation and Sanitation, Oil Spill Control/Clean-Up and Remediation, All Hazardous Wastes Handling, Hazardous Waste transportation, Solids Control.
- 1.3.9 **Diving Services** –Diving, Underwater Inspections and Associated Services.
- 1.3.10 **Hospital/Medical Services** – Health Management Services, Hospital Retainership, Surgery & similar medical procedures, Hospital Services (26 bed spaces & above), etc
- 1.3.11 **Heavy Duty Equipment Supply** – Supply, Installation and maintenance of Turbines, Christmas Trees, Risers, SBM, OCGT Pipes, Caterpillars, Pay-loaders, Cranes, Elevators (Lifts), Generators, Excavators, Fork-lifts, Swamp-buggies, LP/HP Pumps, Fire Trucks etc.
- 1.3.12 **Telecommunications** –Telecommunication operators and ISP providers
- 1.3.13 **Banking services** -Banking and Financial Services (Audit and Taxation Services etc),
- 1.3.14 **International Freight / Clearing & Forwarding-** Bulk Haulage, Courier Services etc
- 1.3.15 **Insurance Services** – Insurance Matters
- 1.3.16 **Automobile Services** – Sales and Maintenance of Cars/Vehicles (With Showroom)

January, 2010

- 1.3.17 Hyperbaric Services—Divers’ Fitness Certification, Hyperbaric Oxygen Therapy (HPOT) and Associated Services**
- 1.3.18 Hospitality Services—Lodging/Boarding (26 rooms & above), Offshore Catering and other related services**
- 1.3.19 Others as may be determined and/or specified from time to time by the Director of Petroleum Resources.**

January, 2010

**GENERAL PURPOSE CATEGORY
NEW OR RENEWAL APPLICATION CHECK-LIST**

S/N	DOCUMENT	PAGE	N/A
1.	COMPLETED APPLICATION FORM		
2.	COPY OF CERTIFICATE OF INCORPORATION OR CERTIFICATE OF REGISTRATION (FOR AN ENTERPRISE)		
3.	COPY OF FORM C.07/CAC 7/CAC 2.3 OR COPIES OF CAC FORMS 7.6, 6 & 2		
4.	COPY OF COMPANY'S CURRENT TAX CLEARANCE CERTIFICATE OR VAT CERTIFICATE		
5.	BANK DRAFT DRAWN IN FAVOUR OF FEDERAL GOVERNMENT OF NIGERIA (DPR FEES ACCOUNT)		
6.	COPY OF BANK DRAFT		
7.	COPY OF THE EXPIRED PERMIT		
8.	COPY OF THE COMPANY I.D. OF STAFF HANDLING FOR THE COMPANY		

<i>FOR OFFICIAL USE ONLY</i>
BANK DRAFT NO:..... RECEIPT NO:
RECOMMENDATION
NAME: SIGNATURE:
APPROVAL
NAME:..... SIGN/DATE:

January, 2010

MAJOR CATEGORY CHECKLIST FOR NEW APPLICATIONS

S/N	DOCUMENT	PAGE	N/A
1.	COMPLETED APPLICATION FORM		
2.	COPY OF CERTIFICATE OF INCORPORATION		
3.	CERTIFIED TRUE COPY OF MEMORANDUM & ARTICLES OF ASSOCIATION		
4.	CERTIFIED TRUE COPY OF FORM C.07/CAC2.3/CAC 7		
5.	BANK DRAFT DRAWN IN FAVOUR OF FEDERAL GOVERNMENT OF NIGERIA (DPR FEES ACCOUNT)		
6.	COPY OF BANK DRAFT		
7.	COPY OF CURRENT TAX CLEARANCE CERTIFICATE		
8.	VAT CERTIFICATE		
9.	COMPANY'S PROFILE (BROCHURE)		
10.	COMPREHENSIVE STAFF LIST & CURRICULUM VITAE OF KEY STAFF		
11.	LIST OF EQUIPMENT/FACILITY AVAILABLE TO THE COMPANY		
12.	DPR ENDORSED REQUEST FOR EXPATRIATE QUOTA		
13.	TRAINING PROGRAMME FOR NIGERIAN STAFF		
14.	REGISTRATION BY RELEVANT PROFESSIONAL BODY (REFER TO PAGE 5)		
15.	COPY OF TECHNICAL AGREEMENT OR MOU WITH NIGERIAN COMPANY/DPR ACCREDITED LABORATORY (WHERE APPLICABLE)		
16.	CURRENT WORKMEN'S COMPENSATION POLICY		
17.	COMMUNITY AFFAIRS, SAFETY, HEALTH, ENVIRONMENT AND SECURITY POLICY		
18.	COPY OF CURRENT MEDICAL RETAINERSHIP AGREEMENT WITH A HOSPITAL OR CLINIC		
19.	COPY OF COMPANY I.D. OF STAFF HANDLING FOR THE COMPANY		

FOR OFFICIAL USE ONLY

BANK DRAFT NO:..... RECEIPT NO:

RECOMMENDATION

NAME: SIGNATURE:

January, 2010

MAJOR CATEGORY CHECKLIST FOR RENEWALS

S/N	DOCUMENT	PAGE	N/A
1.	COMPLETED APPLICATION FORM		
2.	COPY OF CURRENT TAX CLEARANCE CERTIFICATE		
3.	VAT CERTIFICATE		
4.	BANK DRAFT DRAWN IN FAVOUR OF FEDERAL GOVERNMENT OF NIGERIA (DPR FEES ACCOUNT)		
5.	COPY OF BANK DRAFT		
6.	COPY OF EXPIRED PERMIT		
7.	COMPREHENSIVE STAFF LIST		
8.	DPR ENDORSED REQUEST FOR EXPATRIATE QUOTA		
9.	UP-DATE OF TRAINING PROGRAMME FOR COMPANY STAFF		
10.	COPIES OF RELEVANT TRAINING CERTIFICATES ACQUIRED BY KEY STAFF WITHIN THREE (3) PRECEDING YEARS		
11.	COPY OF TECHNICAL AGREEMENT OR MOU WITH NIGERIAN COMPANY/DPR ACCREDITED LABORATORY (WHERE APPLICABLE)		
12.	REGISTRATION BY RELEVANT PROFESSIONAL BODY (SEE PAGE 5)		
13.	ACTIVITIES REPORT FOR 3 PRECEDING YEARS		
14.	ACCIDENT STATUS REPORT		
15.	COPY OF CURRENT MEDICAL RETAINERSHIP AGREEMENT WITH A HOSPITAL OR CLINIC		
16.	LIST OF EQUIPMENT		
17.	CURRENT WORKMEN'S COMPENSATION POLICY		
18.	COPY OF COMPANY I.D. OF STAFF HANDLING FOR THE COMPANY		

FOR OFFICIAL USE ONLY

BANK DRAFT NO:..... RECEIPT NO:

RECOMMENDATION

NAME: SIGNATURE:

APPROVAL

NAME:..... SIGN/DATE:

January, 2010

SPECIALISED CATEGORY CHECKLIST FOR NEW APPLICATIONS

S/N	DOCUMENT	PAGE	N/A
1.	COMPLETED APPLICATION FORM		
2.	COPY OF CERTIFICATE OF INCORPORATION		
3.	CERTIFIED TRUE COPY OF MEMORANDUM & ARTICLES OF ASSOCIATION		
4.	CERTIFIED TRUE COPY OF FORM C.07/CAC2.3/CAC 7		
5.	BANK DRAFT DRAWN IN FAVOUR OF FEDERAL GOVERNMENT OF NIGERIA (DPR FEES ACCOUNT)		
6.	COPY OF BANK DRAFT		
7.	COP OF CURRENT TAX CLEARANCE CERTIFICATE		
8.	YVAT CERTIFICATE		
9.	COMPANY’S PROFILE (BROCHURE)		
10.	COMPREHENSIVE STAFF LIST & CURRICULUM VITAE OF KEY STAFF		
11.	LIST OF EQUIPMENT/FACILITY AVAILABLE TO THE COMPANY		
12.	DPR ENDORSED REQUEST FOR EXPATRIATE QUOTA		
13.	TRAINING PROGRAMME FOR NIGERIAN STAFF		
14.	REGISTRATION BY RELEVANT PROFESSIONAL BODY (REFER TO PAGE 5)		
15.	COPY OF TECHNICAL AGREEMENT OR MOU WITH NIGERIAN COMPANY/DPR ACCREDITED LABORATORY (WHERE APPLICABLE)		
16.	CURRENT WORKMEN’S COMPENSATION POLICY		
17.	COMMUNITY AFFAIRS, SAFETY, HEALTH, ENVIRONMENT AND SECURITY POLICY		
18.	COPY OF CURRENT MEDICAL RETAINERSHIP AGREEMENT WITH A HOSPITAL OR CLINIC		
19.	COPY OF COMPANY I.D. OF STAFF HANDLING FOR THE COMPANY		

<i>FOR OFFICIAL USE ONLY</i>	
BANK DRAFT NO:..... RECEIPT NO:	
RECOMMENDATION	
NAME: SIGNATURE:	
APPROVAL	
NAME:..... SIGN/DATE:	

SPECIALISED CATEGORY CHECKLIST FOR RENEWALS

S/N	DOCUMENT	PAGE	N/A
1.	COMPLETED APPLICATION FORM		
2.	COPY OF CURRENT TAX CLEARANCE CERTIFICATE		
3.	VAT CERTIFICATE		
4.	BANK DRAFT DRAWN IN FAVOUR OF FEDERAL GOVERNMENT OF NIGERIA (DPR FEES ACCOUNT)		
5.	COPY OF BANK DRAFT		
6.	COPY OF EXPIRED PERMIT		
7.	COMPREHENSIVE STAFF LIST		
8.	DPR ENDORSED REQUEST FOR EXPATRIATE QUOTA		
9.	UP-DATE OF TRAINING PROGRAMME FOR COMPANY STAFF		
10.	COPIES OF RELEVANT TRAINING CERTIFICATES ACQUIRED BY KEY STAFF WITHIN THREE (3) PRECEDING YEARS		
11.	COPY OF TECHNICAL AGREEMENT OR MOU WITH NIGERIAN COMPANY/DPR ACCREDITED LABORATORY (WHERE APPLICABLE)		
12.	REGISTRATION BY RELEVANT PROFESSIONAL BODY (SEE PAGE 5)		
13.	ACTIVITIES REPORT FOR 3 PRECEDING YEARS		
14.	ACCIDENT STATUS REPORT		
15.	COPY OF CURRENT MEDICAL RETAINERSHIP AGREEMENT WITH A HOSPITAL OR CLINIC		
16.	LIST OF EQUIPMENT		
17.	CURRENT WORKMEN’S COMPENSATION POLICY		
18.	COPY OF COMPANY I.D. OF STAFF HANDLING FOR THE COMPANY		

FOR OFFICIAL USE ONLY	
BANK DRAFT NO:..... RECEIPT NO:	
RECOMMENDATION	
NAME:	SIGNATURE:
APPROVAL	
NAME:.....	SIGN/DATE:

January, 2010

IMPORTANT INFORMATION

ALL APPLICATIONS FOR RENEWAL
SHOULD BE SUBMITTED FOR
PROCESSING ON OR BEFORE
30TH APRIL
OF THE PERMIT YEAR.

=====+++++=====

APPLICATIONS SUBMITTED AFTER
THE ABOVE DATE SHALL ATTRACT
ADDITIONAL 50% OF THE STATUTORY
FEE AS ADMINISTRATIVE FEE; PAYABLE
IN A SEPARATE BANK DRAFT IN FAVOR
OF 'FEDERAL GOVERNMENT OF NIGERIA
(DPR FEES ACCOUNT)'

January, 2010

APPLICATIONS ARE RECEIVED ALL YEAR. PERMITS ARE VALID FROM 1ST JANUARY TO 31ST DECEMBER OF PERMIT YEAR.

ALL SPECIALIZED CATEGORY APPLICATIONS SHALL BE SUBJECT TO FURTHER EVALUATION BY RELEVANT DEPARTMENT/DIVISION

ALL REQUISITE DOCUMENTS FORWARDED IN APPLICATIONS DURING THE PRECEDING PERMIT YEAR REMAIN VALID AND ACCEPTABLE FOR PERMITS RENEWAL PURPOSE UNTIL END OF FIRST QUARTER (31ST APRIL) OF THE NEW PERMIT YEAR.

January, 2010

**PROCUREMENT OF RIG LICENSE
SHALL PRECEDE THE ISSUANCE OF
PERMIT TO RENDER DRILLING SERVICES
IN THE OIL & GAS INDUSTRY**

**COMPANIES THAT FAIL TO RENEW
THEIR PERMITS FOR MORE THAN
THREE (3) CONSECUTIVE YEARS WILL
HAVE THEIR APPLICATIONS TREATED
AS NEW**

January, 2010