



# DEPARTMENT OF PETROLEUM RESOURCES

## GUIDELINES AND APPLICATION FORM FOR OIL AND GAS INDUSTRY SERVICE PERMIT

January 2007

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

## Table of Contents

Title	Page
APPLICATION FOR REGISTRATION AS AN OIL & GAS INDUSTRY SERVICE COMPANY	2
GUIDELINES ON ACCREDITATION OF OIL AND GAS INDUSTRY SERVICE COMPANIES	3
MAJOR OR SPECIALISED CATEGORY RENEWAL APPLICATION CHECK - LIST	10
MAJOR OR SPECIALISED CATEGORY NEW APPLICATION CHECK-LIST	11
GENERAL PURPOSE CATEGORY NEW OR RENEWAL APPLICATION CHECK-LIST	12



# THE DEPARTMENT OF PETROLEUM RESOURCES

## APPLICATION FOR REGISTRATION AS AN OIL & GAS INDUSTRY SERVICE COMPANY

1. Name of Company: \_\_\_\_\_

2. Registered Address in Nigeria: \_\_\_\_\_

3. (a) Operational Base Address: \_\_\_\_\_  
(if different from 2 above)

(b) Telephone Number (s): \_\_\_\_\_ e-mail Address: \_\_\_\_\_

4. Subsidiary or Affiliate of: \_\_\_\_\_

5. Nationality of Parent Company or Affiliate: \_\_\_\_\_

6. Category of Permit Applied for:  General  Major  Specialised  
(Please tick the appropriate box)

7. Type of Application (Please tick whichever is applicable):  New  Renewal

8. 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 am aware that my application stands disqualified if the contrary is the case.

.....  
NAME OF APPLICANT

.....  
POSITION IN THE COMPANY

.....  
SIGNATURE & DATE

## **GUIDELINES ON ACCREDITATION OF OIL AND GAS INDUSTRY SERVICE COMPANIES**

As specified in section 60A of **Petroleum (Drilling and Production) Regulations 1988** and as amended by Petroleum (Drilling and Production) Regulations **1996**, 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, Department of Petroleum Resources. The guidelines on the exercise are as follows:

### **1. Classification**

#### **1.1 General Purpose Category**

Companies in this category provide services that are not very specialised. 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.
- (iv) Horticultural Services.
- (v) Office Cleaning, Fumigation and Sanitation

##### **1.1.3 SUPPLY**

- (i) Civil Maintenance Materials.
- (ii) Mechanical Maintenance Materials.
- (iii) Electrical Maintenance Materials.
- (iv) Plumbing Materials.
- (v) Personal Protective Equipment (Safety Wears).
- (vi) Unskilled Labour.
- (vii) Office Stationery.
- (viii) Computer Accessories/Consumables.
- (ix) Office Furniture and Household Appliances.
- (x) Cold Room Services (for Meetings, Parties, etc).
- (xi) Welding Materials.
- (xii) Minor Catering Services (Provision of Snacks and Beverages for Meetings, etc).

**1.1.4** Any others that may be determined and / or specified by the Director, Department of Petroleum Resources.

## 1.2 Major Category

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

- 1.2.1 **Exploration Support Services** - Supply of Seismic Materials and Explosives, etc.
- 1.2.2 **Drilling Support Services** - Drilling Mud Chemicals and Materials Supply, Water Borehole Drilling and Water Treatment, Other Drilling Support Services such as Well Logging, Wireline Services, Mud Logging, Cementation, etc.
- 1.2.3 **Construction Services** - Civil, Structural and Road Construction, Metal Fabrication, Mechanical, Electrical and Building Construction/Rehabilitation.
- 1.2.4 **Pipeline/Production Support Services** - Pipeline and Production Facility Maintenance, Pipeline Pigging and Inspection, Non-destructive Testing (NDT), Corrosion Prevention and Control Services (Cathodic Protection, Coating, etc).
- 1.2.5 **Equipment Supply Services** - Procurement, Supply, Installation and Maintenance of Specialised Oil Field Equipment and Devices of all types including Data Storage Systems and Communication Equipment.
- 1.2.6 **Protocol & Logistic Services** - Car/Vehicle Hire and Leasing, Escort Services, etc.
- 1.2.7 **Consultancy Services** - Training/Manpower Development and Management, Community Relations, **Nigerian Manpower Supply**, Engineering and Project Management, Technical Consultancy, Security Services, IT (Hardware and Software Management), Legal Services, Insurance Services, Financial, Audit and Taxation Services, Architectural Services, Quantity Surveying and Estate Management, Freight/Clearing and Forwarding
- 1.2.8 **Laboratory Services** - Air Quality Analysis, Water Quality Analysis, Waste Water Analysis, Petroleum Product Analysis, Core Samples Analysis, Sediment Analysis, Soil Analysis, Biological Analysis, Toxicity Testing, Biodegradability Testing, and Medical Laboratory Services
- 1.2.9 **Environmental Services** - Oil Spill Control/Clean Up and Remediation, Environmental Assessment/Studies (EIA, EER, PIA), Management of Oil Field Wastes (drill cuttings, waste drilling fluid, deck drainage), Offshore Fumigation, Cleaning and Sanitation.
- 1.2.10 **Marine Transportation Services** - Rig Move and Deployment Logistics, Marine Vessels Supply and Operation, Offshore Operation Support Services.

- 1.2.11 **Cargo Survey Services** - Bulk Petroleum Quantity and Quality Measurement and Certification.
- 1.2.12 **Survey Services** - Land, Topographic and Geodetic Survey Services.
- 1.2.13 **General Condition Survey/Inspection Services** - Inspection of Platforms and Rigs.
- 1.2.14 **Facility Integrity Test Services** - Pressure Testing of Vessels, Surface and Underground Oil and Gas Storage Tanks, Leak Detection and Integrity Assurance.
- 1.2.15 **Calibration Services** - Calibration of Petroleum Storage Tanks, Oil and Gas Measurement Devices and all other Basic Data Measurement Equipment, Relief Valve Certification, etc.
- 1.2.16 **Haulage Services** - Road Haulage, Petroleum Product Haulage.
- 1.2.17 **Diving Services** - Underwater Inspection, All Hyperbaric and Associated Services.
- 1.2.18 **Medical Services** - Retainership, Staff Health Management, Hospital/Pharmaceutical Supplies and Services.
- 1.2.19 **Hospitality Services** - Lodging, Boarding, Catering and other hospitality services.
- 1.2.20 Others that may be determined and / or specified by the Director, Department of Petroleum Resources

### 1.3 **Specialised Category**

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

- 1.3.1 **Pipeline Services** - Laying of Oil and Gas Pipelines.
- 1.3.2 **Construction Services** - Construction, Installation and Upgrade of Onshore and Offshore Production, Storage and/or Export Facilities e.g. Oil Terminals, Depots, Jetties, FPSO Vessels and Marine Vessels.
- 1.3.3 **Drilling Services** - Supply, Hoisting and Operation of Drilling Rigs.
- 1.3.4 **Exploration Services** - Seismic Data Acquisition and Interpretation, Down Hole Data Gathering and Interpretation.
- 1.3.5 **Production Services** - Production/Process Operations.

**1.3.6 Special Transportation** - Air and Sea Transportation.

**1.3.7 Dredging Services** - Hydraulic Water Channel Maintenance, Shore Consolidation, Land Reclamation, etc.

**1.3.8 Waste Management Equipment Services** - Installation and/or Operation of Waste Management/Treatment Facilities e.g. TDUs, Incinerators, Compactors, etc.

**1.3.9** Others that may be determined and / or specified by the Director, Department of Petroleum Resources.

## **2. Application**

### **2.1 General Purpose Category**

Applicant Companies are required to:

**2.1.1** Complete the prescribed application form, selecting job combinations from groups 1.1.1, 1.1.2 and 1.1.3, **subject to a maximum of 3 jobs from not more than 2 groups.**

**2.1.2** Provide the following documents as appropriate:

Limited Liability Company

- (a) Certificate of Incorporation
- (b) Company's Tax Clearance Certificate

**OR**

Business Name/Enterprise

- (c) CAC forms 7.6, 6 and 2
- (d) Tax Clearance Certificate for any of the Directors

**2.1.3** Submit

- (a) A copy of the Expiring Permit, if the application is for a **Renewal.**

- (b) A photo I.D. of Company's Staff or Authorised Representative Liaising with DPR (Permit will be released to this person).

**2.1.4** Attach a check-list of your submission indicating the pages on which the documents can be found.

**2.1.5** Pay the statutory fee of Five thousand naira (**N5,000.00**) through a Bank Draft payable to **Federal Government of Nigeria (DPR Fees Account).**

## 2.2 Major and Specialised Categories

The Companies are required to:

**2.2.1** Complete the prescribed Application Form fully

**2.2.2** \*Provide the following documents:

- (a) Copy of Certificate of Incorporation
- (b) Certified true copies of the Memorandum and Articles of Association and Forms C. 07 or CAC 7
- (c) Three (3) Years' Tax Clearance Certificate (TCC)
- (d) Certificate of VAT registration
- (e) Copy of the Expiring Permit, if the application is for a **Renewal**

**2.2.3** \*Submit copies of

- (a) A Comprehensive Staff List (showing Name, Status, Employment Date, Nationality) and the Curriculum Vitae of the Company's key professional staff
- (b) A profile of jobs previously or being undertaken by the Company
- (c) The list of Equipment at the Company's disposal
- (d) Accident Status Report for the preceding year
- (e) The Workmen's Compensation Policy.
- (f) The Community Affairs, Safety, Health, Environment and Security (CASHES) Policy
- (g) Medical Retainership Agreement
- (h) Photo I.D. of the Company's Staff or Authorised Representative Liaising with DPR (Permit will be released to this person)

**2.2.4** Attach a **check-list** of your submission indicating the pages on which the documents can be found

**2.2.5** Pay the statutory fee of 25, 000 naira and 250,000 naira for the major and specialized categories respectively, through a bank draft payable to **Federal Government of Nigeria (DPR Fees Account)**.

\* Please see the appropriate check-list

### **3.0 Other Conditions**

#### **3.1 INSPECTION OF FACILITIES**

For the following services, inspection of company facilities is **mandatory**: Engineering and Project Management, Calibration, Facility Integrity Testing, Cargo Surveys, Construction, Production and Pipeline, Laboratory, Environmental, Dredging and Diving Services. Also, the certification of all standard measures used for Calibration services shall be verified.

#### **3.2 CONSULTANCY SERVICES**

Companies engaged in Consultancy Services should provide proof of Membership of/certification by the relevant Council or Statutory Regulatory body or Professional society for the Company or its key Professional staff. The list includes but is not limited to the following:

**3.2.1 Engineering** - Accreditation by and/or Membership of the Council of Registered Engineers of Nigeria (**COREN**) or Association of Consulting Engineers of Nigeria (**ACEN**)

**3.2.2 Architecture** - Accreditation by and/or Membership of Architects Registration Council of Nigeria (**ARCON**).

**3.2.3 Land/Geodetic Survey**- Accreditation by and/or Membership of the Surveyors' Licensing Board of Nigeria (**SLBN**).

#### **3.3 MARINE OR SPECIAL TRANSPORTATION SERVICES**

Companies are required to show

**3.3.1** Proof of ownership/relevant license of the Marine Vessels or Aircrafts and certification of relevant professionals in the Company's employment

**3.3.2** A copy of the Brochures on Marine Vessels/Aircrafts in the Company's fleet.

#### **3.4 EXPLORATION SERVICES**

Companies applying to supply explosives or similar materials should attach a valid copy of permit issued by the relevant Government Agency authorizing the Company to deal in such materials

#### **3.5 CONSTRUCTION SERVICES**

Companies engaged in Construction Services **must**

**3.5.1** Have a permanent office/workshop/equipment yard in Nigeria.

**3.5.2** Own or have facilities for leasing construction plant equipment.

### **3.6 ENGINEERING SERVICES**

A Company engaged in Engineering Services should:

**3.6.1** Be a Corporate Member of the Nigerian Society of Engineers (NSE).

**3.6.2** Have Lead Engineers who are Members of the Nigerian Society of Engineers (NSE).

**3.6.3** Have Nigerian Engineers who are COREN Registered/Registrable.

**3.6.4** Have established permanent engineering office in Nigeria.

## **4. Other Notes**

### **4.1 VERIFICATION OF DOCUMENTS**

The Department reserves the right to verify all documents submitted to it and to take whatever action it deems necessary against Companies which submit fake documents.

### **4.2 EXPATRIATE QUOTA**

Companies applying for Expatriate Quota are required to justify the levels applied for with the Department of Petroleum Resources which will endorse the application to the Federal Ministry of Internal Affairs. Such Companies are also required to make annual returns to the Department on their HR indigenisation programme.

### **4.3 TECHNICAL PARTNERSHIP**

Companies in partnership should provide appropriate documents to support same.

### **4.4 ANNUAL RENEWAL MANDATORY**

Companies are required to renew their permits annually. Companies do not have to wait until they have a contract to bid for before renewing/applying for their permits.

### **4.5 USE OF REPRESENTATIVES**

The use of Representatives will not increase the speed of processing the application or the chances of grant of the permit. Companies which choose to contract out this service will be held responsible for the authenticity of the documents submitted and the permits they obtain.

**MAJOR OR SPECIALISED CATEGORY  
RENEWAL APPLICATION CHECK - LIST**

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 <b>FEDERAL GOVERNMENT OF NIGERIA (DPR FEES ACCOUNT)</b>		
5.	COPY OF BANK DRAFT		
6.	COPY OF EXPIRED PERMIT		
7.	COMPREHENSIVE STAFF LIST		
8.	CURRENT EXPATRIATE QUOTA APPROVAL		
9.	UP-DATE OF TRAINING PROGRAMME FOR NIGERIAN STAFF		
10.	REGISTRATION BY RELEVANT PROFESSIONAL BODY		
11.	ACTIVITIES REPORT FOR 3 PRECEDING YEARS		
12.	ACCIDENT STATUS REPORT		
13.	COPY OF MEDICAL RETAINERSHIP AGREEMENT WITH A HOSPITAL OR CLINIC		
14.	COPY OF PHOTO ID OF PERSON HANDLING FOR THE COMPANY		

<b>FOR OFFICIAL USE ONLY</b>
BANK/BANK DRAFTNO: ..... RECEIPTNO: .....
RECOMMENDATION: .....
NAME:..... SIGN/DATE: .....
APPROVAL: .....
NAME..... SIGN/DATE.....

**MAJOR OR SPECIALISED CATEGORY  
NEW APPLICATION CHECK-LIST**

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 <b>FEDERAL GOVERNMENT OF NIGERIA (DPR FEES ACCOUNT)</b>		
6.	COPY OF BANK DRAFT		
7.	COPY OF CURRENT TAX CLEARANCE CERTIFICATE		
8.	VAT CERTIFICATE		
9.	COMPANY'S PROFILE (BROCHURE)		
10.	COMPREHENSIVE STAFF LIST AND CURRICULUM VITAE OF KEY STAFF		
11.	LIST OF EQUIPMENT/FACILITY AVAILABLE TO THE COMPANY		
12.	CURRENT EXPATRIATE QUOTA APPROVAL (WHERE APPLICABLE)		
13.	UP-DATE OF TRAINING PROGRAMME FOR NIGERIAN STAFF		
14.	REGISTRATION BY RELEVANT PROFESSIONAL BODY		
15.	COPY OF TECHNICAL AND FINANCIAL AGREEMENT WITH FOREIGN PARTNERS		
16.	WORKMEN'S COMPENSATION POLICY		
17.	COMMUNITY AFFAIRS, SAFETY, HEALTH, ENVIRONMENT AND SECURITY POLICY		
18.	COPY OF MEDICAL RETAINERSHIP AGREEMENT WITH A HOSPITAL OR CLINIC		
19.	COPY OF PHOTO ID OF PERSON HANDLING FOR THE COMPANY		

**FOR OFFICIAL USE ONLY**

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

RECOMMENDATION: .....

NAME: ..... SIGN/DATE: .....

APPROVAL: .....

NAME..... SIGN/DATE.....

**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		
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		
5.	COPY OF A DIRECTOR'S TAX CLEARANCE CERTIFICATE		
6.	BANK DRAFT DRAWN IN FAVOUR OF <b>FEDERAL GOVERNMENT OF NIGERIA (DPR FEES ACCOUNT)</b>		
7	COPY OF BANK DRAFT		
8	COPY OF THE EXPIRED PERMIT		
9.	COPY OF PHOTO ID OF PERSON HANDLING FOR THE COMPANY		

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