



## **NNPC TRADING LIMITED(NTL)**

# **GUIDELINES AND REQUIREMENTS FOR THE APPLICATION OF BULK PURCHASE AGREEMENT FOR SPECIAL PRODUCT MARKETERS**

### **Scope of Guidelines**

- New BPA application
- BPA Renewal application

**Table of Contents**

INTRODUCTION ..... 3

GENERAL INFORMATION ..... 3

APPLICATION REQUIREMENTS ..... 4

COMMUNITY AFFAIRS, SAFETY, HEALTH, ENVIRONMENT AND SECURITY (CASHES) 5

INSPECTIONS ..... 5

PROCESSING FEES ..... 5

MODE OF PAYMENT ..... 5

HOW TO APPLY ..... 6

PROCESSING OF APPLICATIONS ..... 6

DOCUMENT VERIFICATION AND PENALTIES ..... 6

USE OF REPRESENTATIVES ..... 6

## INTRODUCTION

This document is to guide applicants on the BPA Registration and Renewal for various categories. A company may apply for and obtain BPA in more than one category provided it is registered by Corporate Affairs Commission (CAC) and has the appropriate legal status as well as the competencies/capabilities/equipment to carry out the jobs.

## GENERAL INFORMATION

1. Effective March 1, 2019 all BPA issued pursuant to these guidelines shall expire on the anniversary of the date of issue.
2. NTL does not encourage the use of touts, and will not indemnify any company or person against any loss arising there from.
3. Forged and/or fake documents renders an application void and statutory fees paid will be forfeited (company to be blacklisted).
4. Applications are received throughout the year: for enquiries, please visit NTL website (<https://www.nnpctrading.com.ng>) or call +2349062016661; +2349062016662, or livechat on the portal or email [ntlomp@nnpcgroup.com](mailto:ntlomp@nnpcgroup.com).
5. All applications in the major and specialized categories may be subject to further evaluation. Such applications may take longer to process.
6. Successful accreditation/approval issued for intended waste management services, restoration services, laboratory services and safety training providers shall precede the issuance of a permit (this may include presentation, inspections, relevant environmental studies and pilot trial)
7. Tax clearance certificates uploaded in applications during the preceding permit year remain valid and acceptable for permits renewal purposes until 30th April of the new permit year (this is in line with the federal tax laws).
8. Nigeria Social Insurance Trust Fund (NSITF) payment registration uploaded in applications during the preceding permit year remain valid and acceptable for permits renewal purposes until 28th February of the new permit year.
9. Companies registered as enterprises can apply for and be issued major category permit only in certain areas of Consultancy e.g. Legal, Architecture, Quantity. Surveying, Estate/ property mgt. etc. they will not be accepted for special category permits (refer to

exemptions to the general rule: enterprises are allowed to offer technical consultancy as in section 56 of the companies' act).

10. Personal income tax clearance of directors for companies registered as enterprises are acceptable; only federal Inland Revenue Services (FIRS) Tax certificates (WHT) are acceptable for limited liability companies.
11. Applications of service companies/providers that had failed to renew their permits for more than three (3) consecutive years will be treated as new.
12. This guideline is subject to review without notice at the discretion of the MD, NNPC Trading Limited.
13. Payments are valid for a period of twelve (12) calendar months effective from the date paid on the Remita platform.

## **APPLICATION REQUIREMENTS**

All applications are to be completed online on <https://www.nnpctrading.com.ng>

- ❖ **Online Application** – It must be duly completed. Applicants must ensure to provide correct and functional addresses, telephone numbers and e-mail at the time of submission. **Any subsequent change must be promptly communicated to:** The MD, NNPC Trading Limited.
- ❖ **Documents** – All required documents should be clearly scanned and uploaded to the portal in PDF or JPEG format (documents shall not exceed 4MB) Uploading of zipped documents not allowed.
  - Certificate of incorporation (CAC)/Registered Business name
  - 3 years current tax clearance certificate
  - NMDPRA certificate (where applicable)
  - VAT Certificate (where applicable)
  - Reference letter from your bank

# 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 NTL 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 BPA. Inspections would also be conducted on companies whose BPA had not been renewed for more than three (3) years preceding an application. All applications under Major and Specialized categories will be subjected to further evaluation by relevant Divisions/Units in the NTL; and assessed for their professional competencies and capabilities. It may be necessary to inspect existing companies/businesses that have applied for renewals from time to time. Companies must have physical presence in Nigeria. Inspections are without notice and without prejudice to existing permits and/or approvals.

## PROCESSING FEES

All statutory fees remain unchanged as highlighted hereunder:

S/ N	CATEGORY	NEW (NGN)	RENEWAL (NGN)	ADDITIONAL OUTLET (NGN)	BPA VALIDITY PERIOD (YRS)
1	Special Product Marketers	500,000	300,000	N/A	2

## MODE OF PAYMENT

Payments can be made directly online through the NTL BPA Portal– further payment instructions are available at the point of payment on the BPA portal.

**PLEASE NOTE THAT PAYMENT DOES NOT GUARANTEE THE ISSUANCE OF A BPA. BPA ARE ISSUED ONLY AFTER APPLICANTS HAVE FULFILED ALL OTHER NECESSARY CONDITIONS.**

## HOW TO APPLY

Applicants for either renewal or new permit should apply by going through the following processes:

**Step 1:** Log on to: <https://nnpctrading.com.ng>

**Step 2:** Create your company account

**Step 3:** Complete the online application form

**Step 4:** Attach all applicable documents

**Step 5:** Submit your application

**Step 6:** Verification and confirmation of documents provided

**Step 7:** Make payment

**Step 8:** Issuance of BPA Certificate to qualified contractors, vendors and suppliers (by NTL)

## PROCESSING OF APPLICATIONS

Applications will be processed within 72 hours. Successful applicants can print BPA online.

## DOCUMENT VERIFICATION AND PENALTIES

Please note that applications with false or forged documents will be disqualified with applicant forfeiting the remitted fees. NTL also reserves the right to prosecute on this regard.

## USE OF REPRESENTATIVES

NTL will not deal with unauthorized representatives of applicant