



DEPARTMENT OF PETROLEUM RESOURCES

GUIDELINES AND REQUIREMENTS FOR THE APPLICATION OF OIL AND GAS INDUSTRY SERVICE PERMITS (OGISP)

2017 Edition

Head Office: 7, Kofo Abayomi Street, Victoria Island, Lagos State, Nigeria

Web Address: <http://www.dpr.gov.ng>; Tel: 01-2790000, 9037150 Ext. 50292- 7.

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INTRODUCTION:

This document is to guide applicants on the various DPR service permits, particularly in choosing the appropriate areas of services under the General, Major and Specialized categories. A company may apply for and obtain permits 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.

LEGAL FRAMEWORK

These guidelines are issued pursuant to Section 8, subsection 1(a) and 9, subsection 1(a) & (h) of the Petroleum (Drilling and Production) Amendment Regulations 1988, which empowers the Director of Petroleum Resources to formulate Regulations/Guidelines from time to time for the smooth and safe operations in the Oil and Gas Industry and section 60A of the Petroleum (Drilling and Production) Amendment Regulations 1988, which provides that no company shall render or be engaged to render technical services to the Oil Industry without first being registered and issued a permit to carry out such services by the Director of Petroleum Resources. On the basis of this legal framework, any service company that operates in the Oil and Gas sector without a service permit is in contravention of the provision of the above Regulation.

GENERAL INFORMATION

- 1. Effective January 1, 2012 all permits issued pursuant to these guidelines shall expire on the anniversary of the date of issue.**
- 2. DPR does not encourage the use of touts, and will not indemnify any company or person against any loss arising therefrom.**
- 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 ogisp website (ogisp.dpr.gov.ng) or call +234(01)2790000, 9037150 ext. 50292 – 7, or live chat on the portal.**
- 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)**

Guidelines for Oil and Gas Industry Service Companies Permit

- 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. applicants providing critical services in the specialized category will be required to provide the following additional documents:**
 - Relevant certifications;**
 - Registration and/or availability of appropriate equipment.**
 - Services are to conform to internationally recognized systems e.g. diving; underwater inspections and related services; these shall include evidence of availability of divers to the company; valid professional diving qualification(s); valid medical certification by a hyperbaric doctor & relevant equipment.**
 - Companies seeking to offer rope access services must have IRATA certification confirming quality, training & safe work practices at heights.**
- 13. All hyperbaric service providers must be registered with DPR.**
- 14. All offshore operations/operators must indicate availability/ possession of offshore safety permit (OSP) obtainable from DPR for staff.**
- 15. This guideline is subject to review without notice at the discretion of the Director of Petroleum Resources.**
- 16. Payments are valid for a period of twelve (12) calendar months effective from the date payed on the Remita platform**

APPLICATION REQUIREMENTS

All applications are to be completed online on www.ogisp.dpr.gov.ng

- (1) **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 Director,
Department of Petroleum Resources,
7, Kofo Abayomi Street,
Victoria Island,
Lagos.

- (2) **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.

- (3) **Certification/Registration by Professional Bodies/Regulatory Agencies** – Under major and specialized categories where services of professionals or licensed/certified practitioners are required, applicants are to attach certificates of membership of such Professional/company and/or other relevant documents as may be applicable. Examples of such Professionals/company certification are as follows:
 - **COREN for construction and engineering.**
 - **Nigerian Environmental Society (NES)**
 - **Institute of Safety Professionals of Nigeria (ISPON)**
 - **Nigerian Institute of Science and Laboratory Technologists (NISLT)**
 - **Nigerian Conservation Society (NCS)**
 - **Nigerian Security & Civil Defence approval for security jobs**
 - **Nigerian Ports Authority (NPA)**
 - **Customs license for Freight, Clearing and Forwarding**
 - **Nigerian Bar Association (NBA)**
 - **Pharmaceutical Council of Nigerian (PCN)**
 - **Nigerian Tourism Council**
 - **Nigerian Maritime Administration and Safety Agency (NIMASA)**
 - **Recruiters License for Manpower Supply etc.**

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 conducted on companies whose permits 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 DPR; 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.

STATUTORY FEES

All statutory fees remain unchanged as highlighted hereunder:

CATEGORY	STATUTORY FEE (₦)	PROCESSING FEE (₦)
General	5,000.00	500.00
Major	25,000.00	2,500.00
Specialized	250,000.00	7,500.00

MODE OF PAYMENT

Payments can be made directly through any Nigerian bank or any convenient electronic payment option – further payment instructions are available at the point of payment on the OGISP portal.

PLEASE NOTE THAT PAYMENT DOES NOT GUARANTEE THE ISSUANCE OF A PERMIT. PERMITS 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:

Guidelines for Oil and Gas Industry Service Companies Permit

- Step 1: Log on to: www.ogisp.dpr.gov.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

PROCESSING OF APPLICATIONS

Applications will be processed within 72 hours. Successful applicants can print permit(s) online.

DOCUMENT VERIFICATION AND PENALTIES

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

USE OF REPRESENTATIVES

DPR will not deal with unauthorized representatives of applicant

CATEGORIES OF PERMIT

There are three categories of permits, namely General Purpose, Major and Specialized.

GENERAL PURPOSE

This category covers **Minor Supplies, Works and Maintenance** services and do not require specialized or certified competences. Applicants are expected to choose not more than one (1) service/job from the three (3) classifications. Not more than two services could be chosen under the **Works** classification.

Registration under the General Purpose Category attracts a **statutory fee of ₦5, 000.00 (Five Thousand Naira)** and a **processing fee of ₦500.00 (Five hundred naira)**.

Job groups under the General category:

NO.	SERVICES
1.1.1	<p><u>WORKS (Artisans):</u></p> <ol style="list-style-type: none"> 1. Minor Welding 2. Minor Plumbing 3. Minor Painting 4. Photographic
1.1.2	<p><u>MAINTENANCE (Artisans):</u></p> <ol style="list-style-type: none"> 1. Minor Civil 2. Minor Mechanical 3. Minor Electrical
1.1.3	<p><u>SUPPLY:</u></p> <ol style="list-style-type: none"> 1. Minor Civil Maintenance Materials 2. Minor Mechanical Maintenance Materials 3. Minor Electrical Maintenance Materials 4. Plumbing Materials 5. Minor Computer Accessories/Consumables 6. Welding Materials 7. Minor Catering Services (Provision of Snacks and Beverages for Meetings, etc.)
1.1.4	<p>Others as may be determined by the Director of Petroleum Resources</p>

**GENERAL PURPOSE CATEGORY
FOR CLARITY SCAN FROM ORIGINAL DOCUMENTS
NEW APPLICATION**

S/N	DOCUMENT
1.	CERTIFICATE OF INCORPORATION OR CERTIFICATE OF REGISTRATION (FOR AN ENTERPRISE)
2.	FORM C.07/CAC 7/CAC 2.3 OR COPIES OF CAC FORMS 7.6, 6 & 2
3.	*COMPANY'S CURRENT TAX CLEARANCE CERTIFICATE AND VAT CERTIFICATE.
4.	*EMPLOYEE'S COMPENSATION SCHEME (NIGERIA SOCIAL INSURANCE TRUST FUND-NSITF)

***GOVERNMENT AGENCIES AND MDAs ARE EXCLUDED FROM THESE REQUIREMENTS**

**FOR CLARITY SCAN FROM ORIGINAL DOCUMENTS
RENEWAL**

S/N	DOCUMENT
1.	*COMPANY'S CURRENT TAX CLEARANCE CERTIFICATE AND VAT CERTIFICATE.
2.	*EMPLOYEE'S COMPENSATION SCHEME (NIGERIA SOCIAL INSURANCE TRUST FUND-NSITF)

***GOVERNMENT AGENCIES AND MDAs ARE EXCLUDED FROM THESE REQUIREMENTS**

MAJOR CATEGORY

1.2 Major Category

Under the Major Category applicants are required to possess relevant and verifiable technical/special skills and pay a statutory registration fee of **₦25,000.00 (Twenty Five Thousand Naira)** and a **processing fee of ₦2,500.00 (Two Thousand and Five hundred naira)**.

Job groups under the Major category:

NO.	SERVICES		
1.2.1	<p><u>REHABILITATION/UPGRADE/FABRICATION WORKS:</u></p> <p>(A) Civil Works</p> <ol style="list-style-type: none"> 1. Minor Civil, 2. Culverts 3. Drainage 4. Onshore Scaffolding <p>(B) Mechanical Works</p> <ol style="list-style-type: none"> 5. Minor Mechanical 6. Minor Metal Fabrication 7. Underground Storage Tanks (UST) 8. Surface Storage Tanks (SST) 9. Overhead Tanks <p>(C) Electrical Works</p> <ol style="list-style-type: none"> 10. Minor Electrical <p>(Maximum of two (2) related services will be assigned to a permit)</p>		
1.2.3	<p><u>EQUIPMENT/MATERIAL SUPPLY SERVICES:</u></p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <p>(A) General Supplies</p> <ol style="list-style-type: none"> 1. Computers/Data Storage System 2. Communication Equipment 3. Office and Household Appliances 4. GYM Equipment 5. Agro-Allied materials 6. Books & Office stationeries <p>(B) Heating, Cooling & Energy Products</p> <ol style="list-style-type: none"> 6. Cold Room Services 7. Heating & Cooling Equipment 8. Solar Energy Products </td> <td style="vertical-align: top;"> <p>(C) Safety, Lab & Chemical Supplies</p> <ol style="list-style-type: none"> 9. Laboratory Equipment supply 10. Safety Equipment (PPE) 11. Chem. Supply (Gen. Purpose/Analar Grade) 12. Paints/coatings/Sealants 13. Fire and Gas extinguishers 14. Firefighting services <p>(D) Mechanical Parts</p> <ol style="list-style-type: none"> 15. Valves Up to 12”,Nozzles & Flanges 16. Seals, “O” ring, Bolts and Nuts. </td> </tr> </table> <p>Maximum of two (2) related services will be assigned to a permit)</p>	<p>(A) General Supplies</p> <ol style="list-style-type: none"> 1. Computers/Data Storage System 2. Communication Equipment 3. Office and Household Appliances 4. GYM Equipment 5. Agro-Allied materials 6. Books & Office stationeries <p>(B) Heating, Cooling & Energy Products</p> <ol style="list-style-type: none"> 6. Cold Room Services 7. Heating & Cooling Equipment 8. Solar Energy Products 	<p>(C) Safety, Lab & Chemical Supplies</p> <ol style="list-style-type: none"> 9. Laboratory Equipment supply 10. Safety Equipment (PPE) 11. Chem. Supply (Gen. Purpose/Analar Grade) 12. Paints/coatings/Sealants 13. Fire and Gas extinguishers 14. Firefighting services <p>(D) Mechanical Parts</p> <ol style="list-style-type: none"> 15. Valves Up to 12”,Nozzles & Flanges 16. Seals, “O” ring, Bolts and Nuts.
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1.2.4	<p><u>CONSULTANCY:</u></p> <ol style="list-style-type: none"> 1. Media and Publicity 2. Training/Manpower Development (Basic Safety training, Software/IT, Engineering, Finance/Accounts, Management/Admin., Soft Skills Training) 3. Community Relations 4. Nigerian Manpower Supply (Nigerian Professionals only) 5. Security Services (Security equipment/devices, Pipeline Surveillance, Armed guards etc), 6. Medical Consultancy 7. Information Technology (Hardware and Software management) 8. Legal Services 9. Architectural Services 10. Engineering Services (0-50,000 man-hours) 11. Quantity Surveying and Estate Management 12. Local Freight/Clearing and Forwarding 13. Horticulture/Landscaping 14. Furnishing and Interior/Exterior Decoration 15. Insurance Brokerage 16. QA/QC Services 17. Events Planning 18. Geotechnical services 19. Hydrogeology 20. Outsourcing and Expediting services <p>(One (1) service will be assigned to a permit)</p>												
1.2.5	<p><u>WATER BOREHOLE:</u></p> <ol style="list-style-type: none"> 1. Water Borehole Drilling, 2. Borehole Water Treatment 3. Borehole Water Maintenance <p>(Maximum of two (2) services will be assigned to a permit)</p>												
1.2.6	<p><u>PROTOCOL AND LOGISTICS:</u></p> <ol style="list-style-type: none"> 1. Car/Vehicle Hire and Leasing 2. Protocol Services 3. Travel Agencies, etc. 4. Vehicle Documentation <p>(Maximum of two (2) services will be assigned to a permit)</p>												
1.2.7	<p><u>LABORATORY:</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. Environmental Quality Monitoring</td> <td style="width: 50%;">(7) Material Safety Investigation</td> </tr> <tr> <td>2. Bio-monitoring/Bio-degradability Studies</td> <td>(8) Chemical/Mud testing</td> </tr> <tr> <td>3. Petroleum Quality Monitoring</td> <td>(9) Geological (Bio-stratigraphy, sedimentology etc)</td> </tr> <tr> <td>4. Medical Investigation</td> <td>(10) Geotechnical</td> </tr> <tr> <td>5. Sample Storage and Preservation</td> <td></td> </tr> <tr> <td>6. Geochemical</td> <td></td> </tr> </table> <p>(Maximum of one (1) service will be assigned to a permit)</p>	1. Environmental Quality Monitoring	(7) Material Safety Investigation	2. Bio-monitoring/Bio-degradability Studies	(8) Chemical/Mud testing	3. Petroleum Quality Monitoring	(9) Geological (Bio-stratigraphy, sedimentology etc)	4. Medical Investigation	(10) Geotechnical	5. Sample Storage and Preservation		6. Geochemical	
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1.2.8	<p><u>ONSHORE ENVIRONMENTAL/WASTE MANAGEMENT:</u></p> <ol style="list-style-type: none"> 1. Environmental Assessment/Studies (EIA, EER, EAR, PIA) 2. Office and Domestic Waste Management (Non-Hazardous) 3. Office Fumigation and Sanitation 4. Sewage Evacuation & Disposal 5. Waste/Used Oil Transportation 6. Domestic Waste Transportation <p>(Maximum of one (1) service will be assigned to a permit)</p>												

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1.2.9	<p><u>INSTALLATION AND MAINTENANCE SERVICES</u></p> <ol style="list-style-type: none"> 1. Civil Installation/Maintenance & Materials 2. Mechanical Installation/Maintenance& Materials 3. Electrical Installation/Maintenance& Materials 4. Plumbing Installation/Maintenance &Materials. 5. Fire & Gas Systems 6. Meters & Flow Meters 7. Security and Information equipment. <p>(Maximum of two (2) services will be assigned to a permit)</p>
1.2.10	<p><u>AVIATION SUPPORT:</u></p> <ol style="list-style-type: none"> 1. Supply, Installation and Maintenance of Air Navigational/Communicational Equipment 2. Aviation Logistics 3. Aviation equipment certification and inspection <p>(Maximum of two (2) services will be assigned to a permit)</p>
1.2.11	<p><u>SURVEY:</u></p> <ol style="list-style-type: none"> 1. Land, 2. Topographic 3. Geodetic Survey services <p>(Maximum of two (2) services will be assigned to a permit)</p>
1.2.12	<p><u>INTEGRITY TEST</u></p> <ol style="list-style-type: none"> 1. Pressure Testing/Leak Detection of Vessels/Pipelines 2. Surface and Underground Oil and Gas Storage Tanks <p>(Maximum of one (1) service will be assigned to a permit)</p>
1.2.13	<p><u>CALIBRATION:</u></p> <ol style="list-style-type: none"> 1. Calibration of Petroleum Storage Tanks 2. Oil and Gas Measurement/equipment 3. Relief/Pressure Safety Valves Certification, etc. 4. Laboratory Equipment <p>(Maximum of two (2) services will be assigned to a permit)</p>
1.2.14	<p><u>HAULAGE:</u></p> <ol style="list-style-type: none"> 1. Road Haulage (goods/materials) 2. Petroleum Products Haulage <p>(Maximum of one (1) service will be assigned to a permit)</p>
1.2.15	<p><u>MEDICAL/PHARMACEUTICAL:</u></p> <ol style="list-style-type: none"> 1. Pharmaceutical Supplies 2. Medical Equipment Supplies 3. Dietitians, 4. Veterinary Services <p>(Maximum of two (2) services will be assigned to a permit)</p>
1.2.16	<p><u>HOSPITALITY:</u></p> <ol style="list-style-type: none"> 1. Lodging/Boarding (0 – 25 rooms) 2. Onshore Catering and other related services 3. Laundry Services 4. Lease of Office Accommodation/Guest House <p>(Maximum of two (2) services will be assigned to a permit)</p>
1.2.17	<p><u>PRINTING:</u></p> <ol style="list-style-type: none"> 1. Publishing and Corporate Branding (Calendars, Cards, Plaques, Monogramming) 2. Educational Material
1.2.18	<p><u>AUTOMOBILE:</u></p> <ol style="list-style-type: none"> 1. Sales and Maintenance of Cars/Vehicles (without Showroom)

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1.2.19	<u>DATA AND MEASUREMENT:</u> 1. Ullage 2. Fiscalization 3. Cargo Survey (Maximum of two (2) services will be assigned to a permit)
1.2.20	Others as may be determined by the Director Petroleum Resources.

**FOR CLARITY SCAN FROM ORIGINAL DOCUMENTS
NEW APPLICATION**

S/N	DOCUMENT
1	*CERTIFICATE OF INCORPORATION
2.	CERTIFIED TRUE COPY OF MEMORANDUM & ARTICLES OF ASSOC.
3.	*CERTIFIED TRUE COPY OF FORM C.07/CAC2.3/CAC 7
4.	*CURRENT TAX CLEARANCE CERTIFICATE
5.	COMPANY'S PROFILE
6.	COMPREHENSIVE STAFF LIST & CURRICULUM VITAE OF KEY STAFF (SHOULD INCLUDE POSITION & QUALIFICATION OF STAFF)
7.	LIST OF EQUIPMENT/FACILITY AVAILABLE TO THE COMPANY
8.	LIST OF APPROVED EXPATRIATE QUOTA POSITION & THEIR NIGERIAN UNDERSTUDIES
9.	PROPOSED TRAINING PROGRAMME FOR NIGERIAN STAFF FOR THE CURRENT YEAR
10.	REGISTRATION BY RELEVANT PROFESSIONAL BODY
11.	TECHNICAL AGREEMENT OR MOU WITH NIGERIAN COMPANY/DPR ACCREDITED LABORATORY (WHERE APPLICABLE)
12.	*EMPLOYEE'S COMPENSATION SCHEME (NIGERIA SOCIAL INSURANCE TRUST FUND-NSITF)
13.	HEALTH, SAFETY, ENVIRONMENT AND COMMUNITY (HSEC)
14.	CURRENT MEDICAL RETAINERSHIP AGREEMENT WITH A HOSPITAL OR CLINIC LOCATED IN COMPANY'S OPERATIONAL LOCATION
15	LETTER OF ACCREDITATION (LABORATORY SERVICES)

***GOVERNMENT AGENCIES AND MDAs ARE EXCLUDED FROM THESE REQUIREMENTS**

**FOR CLARITY SCAN FROM ORIGINAL DOCUMENTS
RENEWAL**

S/N	DOCUMENT
1.	*CURRENT TAX CLEARANCE CERTIFICATE
2.	COMPANY'S PROFILE
3.	DPR ENDORSED REQUEST FOR EXPATRIATE QUOTA (WHERE APPLICABLE)
4	LIST OF APPROVED EXPATRIATE QUOTA POSITION & THEIR NIGERIAN UNDERSTUDIES
5.	PROPOSED TRAINING PROGRAMME FOR NIGERIAN STAFF FOR THE CURRENT YEAR
6.	REGISTRATION BY RELEVANT PROFESSIONAL BODY
7.	TECHNICAL AGREEMENT OR MOU WITH NIGERIAN COMPANY/DPR ACCREDITED LABORATORY (WHERE APPLICABLE)
8.	*EMPLOYEE'S COMPENSATION SCHEME (NIGERIA SOCIAL INSURANCE TRUST FUND-NSITF)
9.	HEALTH, SAFETY, ENVIRONMENT AND COMMUNITY (HSEC)
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11	LETTER OF ACCREDITATION (LABORATORY SERVICES)

***GOVERNMENT AGENCIES AND MDAs ARE EXCLUDED FROM THESE REQUIREMENTS**

SPECIALIZED CATEGORY

Under the Specialized Category, applicants are required to possess relevant and verifiable technical/special skills and pay a statutory registration fee of **₦250, 000.00 (Two Hundred and Fifty Thousand Naira)** and a processing fee of **₦7, 500.00 (Seven Thousand and Five hundred naira)**.

Job groups under the Specialized category:

NO.	SERVICES		
1.3.1a	<p><u>OFFSHORE PIPELINE LAYING AND CONSTRUCTION:</u></p> <ol style="list-style-type: none"> 1. Laying of Oil and Gas Pipelines 2. Pipeline Fabrication/Construction 3. Non-Destructive Testing (Normal or using Radioactive source) 4. Hydro test 5. Corrosion Prevention and Control Services (Cathodic Protection, Coating,) 6. Pipeline Procurement 7. Pipe Milling/Threading <p>(Maximum of one (1) related service will be assigned to a permit)</p>		
1.3.1b	<p><u>ONSHORE PIPELINE LAYING AND CONSTRUCTION:</u></p> <ol style="list-style-type: none"> 1. Laying of Oil and Gas Pipelines 2. Pipeline Fabrication/Construction 3. Non-Destructive Testing (Normal or using Radioactive source) 4. Hydro test 5. Corrosion Prevention and Control Services (Cathodic Protection, Coating,) 6. Pipeline Procurement 7. Pipe Milling/Threading <p>(Maximum of one (1) related service will be assigned to a permit)</p>		
1.3.2	<p><u>FACILITY MAINTENANCE:</u></p> <ol style="list-style-type: none"> 1. Pipeline maintenance 2. Storage facility maintenance 3. Pipeline Pigging and Inspection 4. Non-Destructive Testing (NDT) 5. Corrosion Prevention & Control Services 6. Cathodic Protection & Coating 7. Pipeline Monitoring & ROW surveillance 8. Hydro test <p>(Maximum of one (1) service will be assigned to a permit)</p>		
1.3.2	<p><u>MAJOR CONSTRUCTION:</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>(A) Discipline Engineering & Construction:</p> <ol style="list-style-type: none"> 1. Road Construction 2. Structural Engineering 3. Mechanical Engineering 4. Electrical Engineering 5. Civil Engineering Construction 6. Offshore Scaffolding </td> <td style="width: 50%; vertical-align: top;"> <p>(B) Installation & Upgrade of Offshore Facilities:</p> <ol style="list-style-type: none"> 7. Installation/Upgrade of On-/Offshore Production Facilities & Platforms 8. Storage and/or Export Facilities e.g. Oil Terminals, Depots, Jetties 9. Process Facilities 10. FPSO Vessels 11. Marine Vessels </td> </tr> </table> <p>(Maximum of two (2) related services will be assigned to a permit)</p>	<p>(A) Discipline Engineering & Construction:</p> <ol style="list-style-type: none"> 1. Road Construction 2. Structural Engineering 3. Mechanical Engineering 4. Electrical Engineering 5. Civil Engineering Construction 6. Offshore Scaffolding 	<p>(B) Installation & Upgrade of Offshore Facilities:</p> <ol style="list-style-type: none"> 7. Installation/Upgrade of On-/Offshore Production Facilities & Platforms 8. Storage and/or Export Facilities e.g. Oil Terminals, Depots, Jetties 9. Process Facilities 10. FPSO Vessels 11. Marine Vessels
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1.3.3	<p><u>DRILLING/PRODUCTION:</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>(A) Hoisting & Rig Operations:</p> <ol style="list-style-type: none"> 1. Supply, Hoisting and Operation of Drilling rig </td> <td style="width: 50%; vertical-align: top;"> <p>(B) Drilling Support Services:</p> <ol style="list-style-type: none"> 8. Fishing operations </td> </tr> </table>	<p>(A) Hoisting & Rig Operations:</p> <ol style="list-style-type: none"> 1. Supply, Hoisting and Operation of Drilling rig 	<p>(B) Drilling Support Services:</p> <ol style="list-style-type: none"> 8. Fishing operations
<p>(A) Hoisting & Rig Operations:</p> <ol style="list-style-type: none"> 1. Supply, Hoisting and Operation of Drilling rig 	<p>(B) Drilling Support Services:</p> <ol style="list-style-type: none"> 8. Fishing operations 		

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	<ol style="list-style-type: none"> 2. Casing/tubing running 3. Well completion services 4. Cementing & Liner hanger services. 5. Directional Drilling 6. Intelligent well completion Services 7. Well control Monitoring & Management serv. 	<ol style="list-style-type: none"> 9. Well logging, Wire Line Services, well testing, Drill stem 10. Pressure Volume Temperature (PVT) Analysis 11. Core Sample 12. Stimulation, Pumping, Coiled tubing/slickline 13. Drilling/Production Chemicals/Materials Supply 14. Mud Logging 15. Cutting Re-injection 16. Logging While Drilling (LWD)/Measurement While Drilling (MWD) 17. Solids Control 18. Wellbore cleanout services 19. Hydraulic work over. 20. Managed Pressure drilling
	(Maximum of two (2) services will be assigned to a permit)	
1.3.4	<p><u>EXPLORATION:</u></p> <ol style="list-style-type: none"> 1. Seismic Data Acquisition 2. Processing and Interpretation 3. Down Hole Data Gathering and Interpretation 4. Supply of Seismic Materials and Explosives 	
	(Maximum of two (2) related services will be assigned to a permit)	
1.3.5	<p><u>TECHNICAL CONSULTANCY:</u></p> <ol style="list-style-type: none"> 1. Engineering Services (above 50,000 man-hours) 2. Project Management 3. Environmental Sensitivity Index (ESI) Mapping 4. Marine Engineering 5. Marine Survey 6. Reservoir Evaluation & Management 7. Technical Integrity Management/Assurance (e.g. Scaffolding Certification, Safety Audit/Technical Surveys) 8. Lifting Equipment Certification 9. Aircraft Inspection (QC & QA) 10. Risk Management Services 11. Oceanography 12. Offshore Environmental Services (EIA, Sea Bed Survey etc) 13. Production Operations & process Maintenance 14. Research and Development (Technology) 15. Calibration/Meter Proving 16. Instrumentation & controls 17. Facility Inspection & Maint. Serv. 18. Interface mgt & Regulatory Compliance. 19. Rig Inspection 	
	(One (1) service will be assigned to a permit)	
1.3.6	<p><u>SPECIAL TRANSPORTATION:</u></p> <ol style="list-style-type: none"> 1. Air Transportation 2. Sea Transportation 3. Rig Move and Deployment Logistics 4. Marine Vessels Supply and Operation 5. Offshore Operation Support Services (e. g. Marine Security & Escort, Mooring Services, House Boats, Barges,) 	

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	(Maximum of two (2) services will be assigned to a permit)		
1.3.7	<p><u>DREDGING:</u></p> <ol style="list-style-type: none"> 1. Dredging 2. Hydraulic Water Channel Maintenance 3. Shore Consolidation 4. Land Reclamation <p>(Maximum of two (2) services will be assigned to a permit)</p>		
1.3.8	<p><u>WASTE MANAGEMENT SERVICES:</u></p> <ol style="list-style-type: none"> 1. Installation and/or Operation of Waste Management/Treatment Facilities; Thermal Desorption Unit(TDUs), LTDU/HTDU 2. Installation and/or Operation of Waste Management/Treatment Facilities; Incinerator/Compactors 3. Offshore Fumigation and Sanitation 4. Tank/Vessel Cleaning 5. Water-based mud handling, (spent WBM) 6. Engineered Landfill 7. Waste recycling (Spent lubes, used tyres, Batteries, Scrap metals etc.) 8. Installation/Operation of Sewage Treatment Plant (STP) 9. Installation/Operation of Recyclable Waste Depot 10. Offshore Domestic Waste Management 11. Installation/Operation of Produced Water Treatment Facility 12. Installation/Operation Oily Waste Water 13. Hazardous waste transportation 14. Secondary Waste Management (Residual Ash) 15. Composting 16. Waste Re-injection <p>(One (1) service will be assigned to a permit)</p>		
1.3.9	<p><u>UNDERWATER INSPECTION & SERVICES:</u></p> <ol style="list-style-type: none"> 1. Diving Services 2. ROV Operation and associated services 3. Installation and maintenance of Subsea systems & Associated support equipment <p>(Maximum of two (2) services will be assigned to a permit)</p>		
1.3.10	<p><u>HOSPITAL/MEDICAL:</u></p> <ol style="list-style-type: none"> 1. Health Management Services 2. Hospital Retainership 3. Surgery & similar medical procedures 4. Industrial Hygiene: Radiation, Safety monitoring and control 5. Hospital services <p>(Maximum of two (2) services will be assigned to a permit)</p>		
1.3.11	<p><u>HEAVY DUTY EQUIPMENT SUPPLY, INSTALLATION & MAINTENANCE:</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> 1. Turbines 2. Christmas Trees 3. Risers 4. SBM 5. OCTG/Pipes 6. Caterpillars 7. Pay-loaders 8. Cranes </td> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> 18. Skips 19. Drill bits 20. Separators 21. Reamers 22. Blowout preventers 23. Bottom Hole Assembly 24. Valves (12 inches & above) </td> </tr> </table>	<ol style="list-style-type: none"> 1. Turbines 2. Christmas Trees 3. Risers 4. SBM 5. OCTG/Pipes 6. Caterpillars 7. Pay-loaders 8. Cranes 	<ol style="list-style-type: none"> 18. Skips 19. Drill bits 20. Separators 21. Reamers 22. Blowout preventers 23. Bottom Hole Assembly 24. Valves (12 inches & above)
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	<ul style="list-style-type: none"> 9. Elevators (Lifts) 10. Generators 11. Excavators 12. Fork-lifts 13. Swamp-buggies 14. LP/HP Pumps 15. Fire Trucks 16. Compressors 17. Shale Shakers 	<ul style="list-style-type: none"> 25. Well Head Jacket 26. HVACS/Accessories 27. Diving equipt.& accessories 28. Life boats/Life rafts 29. Humidifiers 30. Subsea Equipment. 31. Baskets 32. Containers 33. Tanks 34. Transformers 35. Centrifuges 36. Gas process equipt., Spares & Accessories
	(Maximum of two (2) items will be assigned to a permit)	
1.3.12	<p><u>COMMUNICATION:</u></p> <ul style="list-style-type: none"> 1. Telecommunication operators 2. ISP Providers 3. Cable network 	
	(Maximum of two (2) services will be assigned to a permit)	
1.3.13	<p><u>BANKING/FINANCE:</u></p> <ul style="list-style-type: none"> 1. Banking 2. Audit 3. Taxation 4. Financial & Management Advisory Services 	
	(Maximum of two (2) services will be assigned to a permit)	
1.3.14	<p><u>INTERNATIONAL FREIGHT/CLEARING AND FORWARDING:</u></p> <ul style="list-style-type: none"> 1. Bulk Haulage 2. Courier Services 	
1.3.15	<p><u>INSURANCE:</u></p> <ul style="list-style-type: none"> 1. Insurance Matters 	
1.3.16	<p><u>AUTOMOBILE:</u></p> <ul style="list-style-type: none"> 1. Sales and Maintenance of Cars/Vehicles (With Showroom) 	
1.3.17	<p><u>HYPERBARIC:</u></p> <ul style="list-style-type: none"> 1. Divers' Fitness Certification 2. Hyperbaric Oxygen Therapy (HPOT) and Associated Services 	
1.3.18	<p><u>HOSPITALITY:</u></p> <ul style="list-style-type: none"> 1. Lodging/Boarding (26 rooms and above) 2. Offshore Catering, Housekeeping and other related services 3. Offshore Laundry Services 4. Onshore Catering Services (26 rooms and above) 	
	Maximum of two (2) will be assigned to a permit	
1.3.19	<p><u>MANUFACTURING:</u></p> <p>Product/materials manufactured are to be specified, (Only one(1) will be assigned to a permit</p> <ul style="list-style-type: none"> 1. Woodworks, 2. Valves, 3. Gas cylinders, 	

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	<p>4. Cables, 5. Ropes, 6. Christmas trees, 7 Chemicals/paints/coatings/sealants</p>
1.3.20	<p><u>ENVIRONMENTAL RESTORATION SERVICES:</u></p> <ol style="list-style-type: none"> 1. Soil Remediation, 2. Pit Back-filling and Land Reclamation. 3. Oil Spill Control/Clean-Up <p>Only one (1) service will be assigned to a permit.</p>
1.3.21	<p><u>MARINE SUPPORT SERVICES:</u></p> <ol style="list-style-type: none"> 1. Supply, Installation and Maintenance of Marine Equipment 2. Marine Logistics 3. Cargo Handling/Storage, <p>(Maximum of two (2) services will be assigned to a permit)</p>
1.3.22	<p><u>LOCAL GAS DISTRIBUTION SERVICES:</u> Natural Gas Distribution Services</p>
1.3.23	<p><u>ROPE ACCESS</u> Rope Access Service</p>
1.3.24	<p><u>SPECIALISED OIL AND GAS TRAINING SERVICES.</u></p> <ol style="list-style-type: none"> 1. Basic Offshore Safety Induction Emergency Training (BOSIET), Tropical BOSIET, Further Offshore Emergency Training (FOET), Tropical FOET 2. Helicopter Underwater Escape Safety Training (HUET), Tropical HEUT 3. Helicopter Support (Helicopter Landing Officer, Helideck Team Member) 4. Advanced Fire Safety Training 5. Advanced Medical and First Aid Training 6. Confined Space Entry Training 7. Lifting Operations and Lifting Equipment Training 8. Working at Heights/Rope Access Training 9. Drilling and well Operations Training (well control) 10. Inspection and Maintenance Training (Rig, Pressure Vessels, Pigging, Tanks, NDT) 11. Emergency Rescue Training 12. Diving Training 13. Scaffolding Training 14. Sub-surface/Geological Training 15. Welding Training <p>Maximum of two (2) services will be assigned to a permit</p>
1.3.25	<p><u>HEAVY EQUIPMENT HIRE & LEASING ONLY</u></p> <ol style="list-style-type: none"> 1. Vehicles 2. Lifting/Rotating 3. Shackles, slings, chains <p>Maximum of two (2) services will be assigned to a permit</p>
1.3.26	<p>Others as may be determined by the Director of Petroleum Resources.</p>

**FOR CLARITY SCAN FROM ORIGINAL DOCUMENTS
NEW APPLICATION**

S/N	DOCUMENT
1.	*COPY OF CERTIFICATE OF INCORPORATION
2.	*CERTIFIED TRUE COPY OF MEMORANDUM & ARTICLES OF ASSOCIATION
3.	*CERTIFIED TRUE COPY OF FORM C.07/CAC2.3/CAC 7
4.	*COPY OF CURRENT TAX CLEARANCE CERTIFICATE(ORIGINAL TCC)
5.	COMPANY’S PROFILE (BROCHURE)
6.	COMPREHENSIVE STAFF LIST & CURRICULUM VITAE OF KEY STAFF (SHOULD INCLUDE POSITION & QUALIFICATION OF STAFF)
7.	LIST OF EQUIPMENT/FACILITY AVAILABLE TO THE COMPANY
8.	LIST OF APPROVE EXPATRIATE QUOTA POSSITION AND NIGERIA UNDERSTUDIES
9.	ROPOSED TRAINING PROGRAMME FOR NIGERIAN STAFF FOR THE CURRENT YEAR
10.	COPY OF EXPIRED PERMIT (RENEWAL)
11.	REGISTRATION BY RELEVANT PROFESSIONAL BODY (REFER TO PAGE 6)
12.	COPY OF TECHNICAL AGREEMENT OR MOU WITH NIGERIAN COMPANY/DPR ACCREDITED LABORATORY (WHERE APPLICABLE)
13.	ACTIVITIES REPORT FOR 3 PRECEDING YEARS (RENEWAL)
14.	ACCIDENT STATUS REPORT (RENEWAL)
15.	*EMPLOYEE’S COMPENSATION SCHEME (NIGERIA SOCIAL INSURANCE TRUST FUND-NSITF)
16.	COMMUNITY AFFAIRS, SAFETY, HEALTH, ENVIRONMENT AND SECURITY POLICY
17.	COPY OF CURRENT MEDICAL RETAINERSHIP AGREEMENT WITH A HOSPITAL OR CLINIC LOCATED IN COMPANY’S OPERATIONAL LOCATION

***GOVERNMENT AGENCIES AND MDAs ARE EXCLUDED FROM THESE REQUIREMENTS**

**FOR CLARITY SCAN FROM ORIGINAL DOCUMENTS
RENEWAL**

S/N	DOCUMENT
1.	*COPY OF CURRENT TAX CLEARANCE CERTIFICATE (ORIGINAL TCC)
2.	COMPANY’S PROFILE (BROCHURE)
3.	COMPREHENSIVE STAFF LIST & CURRICULUM VITAE OF KEY STAFF (SHOULD INCLUDE POSITION & QUALIFICATION OF STAFF)
4.	LIST OF EQUIPMENT/FACILITY AVAILABLE TO THE COMPANY
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