



## NIGERIAN UPSTREAM PETROLEUM REGULATORY COMMISSION

# SERVICE CHARTER





*NUPRC...ensuring effective service delivery.*





## **NIGERIAN UPSTREAM PETROLEUM REGULATORY COMMISSION**

# **SERVICE CHARTER**

## FOREWORD

The enactment of the Petroleum Industry Act (PIA), 2021 by His Excellency, President Muhammadu Buhari, on 16th August 2021, ushered in a new dawn of regulatory legal framework which established the Nigerian Upstream Petroleum Regulatory Commission (NUPRC), as one of the distinct governing institutions. The Act seeks to promote transparency, good governance, and accountability in the administration of the petroleum resources of Nigeria.

NUPRC in line with its statutory mandate is committed to supporting and contributing to the Federal Government's Agenda of repositioning and transforming the public sector for effective and efficient service delivery in line with Presidential Executive Order on Ease of Doing Business (EO 001).

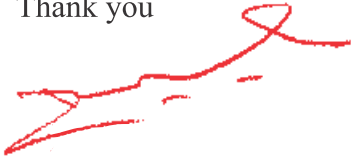
The Commission commends especially His Excellency President Bola Ahmed Tinubu on his innovative agenda for the Nigerian Petroleum Industry through various Executive Orders aimed at re-invigorating the industry by removing barriers to entry and incentivising investments in the sector. The advent of the PIA, 2021 necessitated the review and update of the Service Charter in line with the spirit and intent of the Act. This Service Charter aims to set out our mode of operations regarding the standard and quality of services that we deliver to all Stakeholders/Clients with a definite timeline.

This Service Charter specifies the protocol for service delivery, the rights and responsibilities of both parties, and how our Stakeholders/Clients can access our services through established channels.



We believe we can only achieve effective service delivery by working in collaboration with our Stakeholders/Clients. As you interact with us at NUPRC, we implore you to send us feedback through the available channels as this will enable us to continually improve our processes and service delivery.

Thank you

A red ink signature, likely of Engr. Gbenga Komolafe, written in a stylized, cursive script.

**Engr. Gbenga Komolafe** D.SC, FNSE, OFR  
**Commission Chief Executive/CCE**

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# 01 INTRODUCTION



**NIGERIAN UPSTREAM PETROLEUM  
REGULATORY COMMISSION**

## **1.0 INTRODUCTION**

Pursuant to the Petroleum Industry Act 2021, the Federal Government established the NUPRC responsible for technical and commercial regulation of the Upstream Oil and Gas sector in Nigeria.

The legal framework within which the NUPRC operates are the enabling laws, regulations, guidelines, and such other legal documents as may be issued from time to time.

## **2.0 PURPOSE OF THE CHARTER**

To communicate both the NUPRC and Stakeholders/Clients' obligations and expectations in services rendered and stipulate mechanism for addressing complaints.

## **3.0 VISION**

Be Africa's leading Regulator.

## **4.0 MISSION**

Promoting sustainable value creation from Nigeria's Petroleum Resources for shared prosperity.

## **5.0 MANDATE**

The Commission shall be responsible for the technical and commercial regulation of upstream petroleum operations, issuance and enforcement of standards, codes, and guidelines for effective compliance with applicable laws, regulations, and implementation of policies to ensure cost effective and value adding petroleum operations for shared prosperity.



## **6.0 FUNCTIONS OF NUPRC**

- I. Regulate upstream petroleum operations including technical, operational, and commercial activities.
- II. Ensure compliance with all applicable laws and regulations governing upstream petroleum operations.
- III. Ensure that upstream petroleum operations are carried out in a manner to minimise waste and achieve optimal government revenues.
- IV. Promote healthy, safe, efficient and effective conduct of upstream petroleum operations in an environmentally acceptable and sustainable manner.
- V. Ensure efficient, safe, effective and sustainable infrastructural development of upstream petroleum operations.
- VI. Determine, administer and ensure the implementation and maintenance of technical standards, codes, practices and specifications applicable to upstream petroleum operations pursuant to good international petroleum industry practices.
- VII. Implement government policies for upstream petroleum operations as directed by the Minister of Petroleum in accordance with the provisions of this Act.

- VIII. Promote an enabling environment for investment in upstream petroleum operations.
- IX. ensure strict implementation of environmental policies, laws and regulations for upstream petroleum operations.
- X. Ensure the implementation of national policies for upstream petroleum operations; and
- XI. Implement such other policies and objectives as are consistent with the provisions of this Act.

## **7.0 OUR STAKEHOLDERS/CLIENTS**

- Exploration and Production Companies
- National Oil Companies
- Service Companies
- Host Communities
- Government Agencies
- Oil and Gas Producing States
- National Assembly
- Civil Society Organizations
- The Public

## **8.0 OBLIGATIONS**

### **8.1 Stakeholders/Clients Expectations from NUPRC**

- Fair, efficient, and transparent services to all operators, service providers and other stakeholders.

- Consistency and equal treatment in enforcement of all applicable laws and regulations governing upstream petroleum operations
- Prompt feedback and polite response to all inquiries on issues in the Upstream Petroleum Sector.
- Honest and objective evaluation of all applications submitted.
- Timely investigation and feedback to reported acts of service failure.
- Open access to relevant information about NUPRC operations, regulations, applicable laws and guidelines.

## **8.2 NUPRC Expectations from Stakeholders/Clients**

- Compliance with the provisions of the Act, Regulations and Guidelines.
- Report service failures or seek clarifications through designated telephone lines, Enquiry Management System (EMS) platform and email addresses.
- To treat staff with courtesy.
- Submit relevant documents and required reports within stipulated time and in the prescribed format.
- Attend scheduled meetings punctually.

- Submit complaints or service improvement suggestions to NUPRC through the Enquiry Management System platform, telephone lines, email addresses and suggestion boxes in all our offices.
- Timely payment of all NUPRC fees as stipulated in the Service Charter
- Promptly report suspicious and illegal Oil and Gas operations in your locality to the NUPRC.

## **9.0 Stakeholders Consultation**

The NUPRC will engage and consult with Stakeholders/Clients quarterly or annually as the need may arise for feedback on services rendered by the Commission.

## **10 Performance Monitoring**

The Commission will periodically evaluate and monitor the implementation of the Service Charter through the following means:

- i. A designed monitoring template will be used Quarterly to assess all service windows to ensure compliance with the set service standards of the Commission.
- ii. Quarterly reports will be generated from the assessment and will be reported to the Management of the Commission for service improvement.

## **11 Grievance Redress Mechanism (GRM)**

The Commission is receptive to complaints about its services or any other pertinent matter which can further help to improve service delivery to clients through stakeholders' engagement.

Further complaints should also be directed to:

The Nodal Officer (NO)

Office of the Commission Chief Executive

Nigerian Upstream Petroleum Regulatory Commission

No. 7 Sylvester Ugoh Street, Jabi District,

Abuja.

Phone No. +234 7055622222, 09013331111, 08113936389

Email: [servicom@nuprc.gov.ng](mailto:servicom@nuprc.gov.ng)

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

All complaints shall be acknowledged within 24 hours of notification and issues raised will be treated within ten (10) working days.

## **12. EXISTING LIMITATIONS**

- I. Errors in the exercises report calculations/submission of incomplete documentation by the calibration company.
  - II. Delayed response from companies/technology vendors
  - III. Delay by applicant in addressing any outstanding action that may arise from the conduct of the exercise
  - IV. Submission of incomplete application and documentation etc.
- Other limitations are linked to the local charter of all service windows of the Commission and can be accessed on the Commission website.

## **13. DATE OF NEXT REVIEW**

The Commission Service Charter will be reviewed every two years or as the need arises.

# 02

ECONOMIC REGULATION AND STRATEGIC  
PLANNING SERVICE CHARTER



**NIGERIAN UPSTREAM PETROLEUM  
REGULATORY COMMISSION**





## NIGERIAN UPSTREAM PETROLEUM REGULATORY COMMISSION - SERVICE CHARTER & LINK

| ECONOMIC REGULATION AND STRATEGIC PLANNING - INTEGRATED CHARTER |                                                         |                              |                                                                                                                                                                                                                                                                                                                |                  |                              |                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------|---------------------------------------------------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| S/N                                                             | Nature of Service                                       | Customer                     | Customer Obligation                                                                                                                                                                                                                                                                                            | Service Standard |                              | Website link/Email for further information of service requirements                                                                                                                                                                                      |
|                                                                 |                                                         |                              |                                                                                                                                                                                                                                                                                                                | Cost Standard    | Time Standard (Working Days) |                                                                                                                                                                                                                                                         |
| 1                                                               | Approval of Annual Work programme and Cost estimate     | Licensee/Lessee              | Submission of Annual Work programme and Cost estimate                                                                                                                                                                                                                                                          | Not Applicable   | Annually                     | <a href="https://workprogram.nuprc.gov.ng/lo">https://workprogram.nuprc.gov.ng/lo</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a>                                                  |
| 2                                                               | Issuance of Official Revenue Receipt                    | Upstream Petroleum Companies | Submission of evidence of Payment                                                                                                                                                                                                                                                                              | Not Applicable   | 1                            | <a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a>                                                                                                                                             |
| 3                                                               | Provision of Oil and Gas related data                   | Stakeholders                 | 1. Letter of request for data<br>2. Submission of Data input template                                                                                                                                                                                                                                          | Not Applicable   | Based on request             | <a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a><br>Stakeholder's limited knowledge of Oil and Gas Industry                                                                                  |
| 4                                                               | Assessment of Oil and Gas Royalty and Gas Flare payment | Upstream Petroleum Companies | 1. Self Assess and pay the royalty quarterly (PA 1969) or 30 days after the month of production (PIA 2021) as the case may be.<br>2. Submission of self assessment and the evidence of payments and the basis of the self assessment for review<br>3. Update of company records with the Reconciled assessment | Not Applicable   | Quarterly                    | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a><br>Customers' misinterpretation of the provision of extant laws and regulations |

|   |                                  |                              |                                                                                                                                                                                                                                                                                                          |                |          |                                                                               |                                                                                                                                                                                                                                                                           |
|---|----------------------------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5 | Assessment of Concession Rentals | Upstream Petroleum Companies | <p>1. Self Assess and pay the annual concession rental (PA 1969) on due date (PIA 2021) as the case may be.</p> <p>2. Submission of self assessment and the evidence of payments and the basis of the self assessment for review</p> <p>3. Updatin of company records with the Reconciled assessment</p> | Not Applicable | Annually | Customers' misinterpretati on of the provision of extant laws and regulati ns | <a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a>                                                                                                                                                               |
| 6 | Determinaton of Fiscal Prices    | Upstream Petroleum Companies | Submission of operation and commercial issues affecti the company                                                                                                                                                                                                                                        | Not Applicable | Monthly  | Delay in submission                                                           | <a href="https://www.nuprc.gov.ng/wp-content/uploads/2025/07/2025-JAN-AUG-FISCAL-OIL-PRICE-DIFFERENTIALS-FOR-NIGERIAN-CRUDE-GRADES.pdf">https://www.nuprc.gov.ng/wp-content/uploads/2025/07/2025-JAN-AUG-FISCAL-OIL-PRICE-DIFFERENTIALS-FOR-NIGERIAN-CRUDE-GRADES.pdf</a> |

|    |                                                                                                                                                   |                                                                                               |                                                                                                                       |                               |          |                           |                                                                                                             |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-------------------------------|----------|---------------------------|-------------------------------------------------------------------------------------------------------------|
| 7  | Issuance of Cost Benchmarking Certificate                                                                                                         | Upstream Petroleum Companies                                                                  | Submission of Cost Data                                                                                               | Not Applicable                | 14       | Delay in submission       | <a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| 8  | Issuance of economic analysis and evaluation certificate for Upstream Facilities<br>Issuance of certificate of good standing for export clearance | Upstream Petroleum Companies                                                                  | Submission of Oil & Gas Production Profiles, Cost Data and other inputs as contained in the Field Development Program | Not Applicable                | 14       | Delay in submission       | <a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| 9  |                                                                                                                                                   | Upstream Petroleum Companies                                                                  | 1. Application for export permit on Crude Oil Terminal Export                                                         | Not Applicable                | 1        | Delay in submission,      | <a href="https://cotex.nuprc.gov.ng/">https://cotex.nuprc.gov.ng/</a>                                       |
| 10 | FDP Economic Evaluation                                                                                                                           | Upstream Petroleum Companies                                                                  | Submission of FDP Report and Completion of NUPRC Commercial Data Sheet                                                | ₦5,000,000.00                 | 5        | Incomplete documentations | <a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| 11 | Lease/License Renewal Valuation                                                                                                                   | Upstream Petroleum Companies                                                                  | Submission of Proposed Development and Completion of NUPRC Commercial Data Sheet                                      | 5% of Net Present Value (NPV) | 5        | Incomplete documentations | <a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| 12 | Asset Divestment Premium Determination                                                                                                            | Upstream Petroleum Companies                                                                  | Submission of Proposed Development and Completion of NUPRC Commercial Data Sheet                                      | 10% of NPV                    | 5        | Incomplete documentations | <a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| 14 | Evaluation of Financial Viability of licensees, leasees or permit holders in upstream petroleum operations                                        | Upstream Petroleum Companies                                                                  | Submission of audited financial statements and reports                                                                | Not Applicable                | Annually | Incomplete documentations | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a>                                                      |
| 15 | Input for Medium Term National Development Plan                                                                                                   | Ministry of Finance, Budget and National Planning through the Ministry of Petroleum Resources | Provision of Guideline/Template for Medium Term (5years) Capital Expenditure Estimate                                 | Not Applicable                | Annually | N/A                       | N/A                                                                                                         |

|    |                                                                                      |                                                                                                                                |                                                                                                                        |                |                     |     |                                                                                                                                               |
|----|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|----------------|---------------------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------|
| 16 | Inputs for Medium Term Revenue and Expenditure Framework                             | Ministry of Finance<br>Budget and National<br>Planning through the<br>Budget Office of the<br>Federation                       | Provision of Framework, Call<br>circular and indices for Medium<br>Term Expenditure Estimate and<br>Revenue Projection | Not Applicable | Annually            | N/A | N/A                                                                                                                                           |
| 17 | Input for Organisation of Petroleum Exporting Countries (OPEC) Annual Questionnaire  | OPEC Secretariat,<br>Vienna and Ministry of<br>Petroleum Resources                                                             | Submission of Request Letter<br>and Questionnaire/Template                                                             | Not Applicable | Annually            | N/A | N/A                                                                                                                                           |
| 18 | Input for Consultative Committee on Petroleum Statistics (CCPS) quarterly engagement | Consultative Committee<br>on Petroleum Statistics<br>(MPPR, NIMDPRA, CBN,<br>ECN, NCDMB, NBS,<br>NCS, PTDF, NNPC, PTI,<br>etc) | Submission of Request Letter<br>and Questionnaire/Template                                                             | Not Applicable | Quarterly           | N/A | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a>                                                                                        |
| 19 | Publication of Nigerian Oil and Gas Industry Annual Report (NOGIAR)                  | Ministry of Petroleum<br>Resources,<br>Licensee/lease holders,<br>Investors and the<br>general public                          | N/A                                                                                                                    | N/A            | Annually            | N/A | <a href="https://www.nuprc.gov.ng/oil-gas-industry-annual-reports-ogiar/">https://www.nuprc.gov.ng/oil-gas-industry-annual-reports-ogiar/</a> |
| 20 | Provision of investment opportunities within the Nigerian upstream petroleum sector. | Nigerian Investment<br>Promotion Council<br>(NIPC)                                                                             | Submission of request Letter                                                                                           | Not Applicable | Based on<br>request |     | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a>                                                                                        |

# 03

## DEVELOPMENT & PRODUCTION SERVICE CHARTER



**NIGERIAN UPSTREAM PETROLEUM  
REGULATORY COMMISSION**



**NGERIAN UPSTREAM PETROLEUM REGULATORY COMMISSION – SERVICE CHARTER & LINK**

| DEVELOPMENT & PRODUCTION SERVICE CHARTER |                                                                                                                                 |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                           |                         |                                                                                                                 |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------|
| S/N                                      | Nature of Service                                                                                                               | Customer                                   | Customer Obligation                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Service Standard                                                                          |                         | Website link/Email for further information of service requirements                                              |
|                                          |                                                                                                                                 |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Cost Standard                                                                             | Time Standard (Working) |                                                                                                                 |
| 1                                        | Issuance of approval for FDP                                                                                                    | Exploration and Production (E&P) Companies |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | N10,000,000                                                                               | 180                     | N/A                                                                                                             |
|                                          | Issuance of approval for Annual calibration/recertification of crude oil storage, export facilities and custody transfer points | Exploration and Production (E&P) Companies | 1. submission of Application for calibration. 2. Payment of all requisite fees<br>3. Provide logistics for conduct of calibration exercise                                                                                                                                                                                                                                                                                                                                                    | Processing Fee- N1,350,000 per LACT unit                                                  |                         | errors in the exercise's report calculation/ submission of incomplete documentation by the calibration company  |
| 2                                        |                                                                                                                                 |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                           | 15                      | <a href="https://www.nuprc.gov.ng/asset-fees-regulations/">https://www.nuprc.gov.ng/asset-fees-regulations/</a> |
|                                          | Issuance of approval for Annual calibration/recertification of storage tank land/offshore terminal                              | Exploration and Production (E&P) Companies | 1. Letter of Application for calibration. 2. Payment of all requisite fees<br>3. Provide logistics for conduct of calibration exercise                                                                                                                                                                                                                                                                                                                                                        | Processing Fee- N1,350,000(Land/Offshore )                                                | 1                       | N/A                                                                                                             |
| 3                                        |                                                                                                                                 |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                           |                         |                                                                                                                 |
|                                          | Issuance of Operating License for LACT/accounting meters                                                                        | Oil & Gas Service Company                  | 1. Submit Application with all documents<br>2. Payment of prescribed fees. Please refer to NUPRC website for details of necessary documents to be submitted with the application                                                                                                                                                                                                                                                                                                              | per LACT system/accounting meters=\$1,000 renewable every 5 years                         | 5                       | N/A                                                                                                             |
| 4                                        |                                                                                                                                 |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                           |                         |                                                                                                                 |
|                                          | Issuance of recertification/recalibration of third party/service companies primary measures/master provers                      | Oil & Gas Companies                        | 1. Application for calibration<br>2. Provide logistics for conduct of calibration exercise                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                           |                         | errors in the exercise's report calculation/ submission of incomplete documentation by the calibration company  |
| 5                                        |                                                                                                                                 |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                           | 10                      | <a href="https://www.nuprc.gov.ng/">https://www.nuprc.gov.ng/</a>                                               |
|                                          | Issuance of vessel clearance for crude oil lifting                                                                              | Oil & Gas Companies                        | Submission of DI to nuprc.gov.ng five (5) days to ETA                                                                                                                                                                                                                                                                                                                                                                                                                                         | N1,350,000/unit                                                                           | 3                       | Late submission of DI and frequent                                                                              |
| 6                                        |                                                                                                                                 |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                           |                         |                                                                                                                 |
|                                          |                                                                                                                                 |                                            | 1. Application Letter & project charter<br>2. Evidence of Payment of Processing fees<br>3.Submission of approved FDP<br>4.Submission of Design Diagrams<br>5.Submission of Technical Narratives and project philosophies & concept<br>6.Submission of Safety provisions & Environmental Impact Statement<br>7. Make Technical presentation<br>8. Other statutory submissions indicated in the Procedure Guide for the Design & Construction of Oil & Gas Surface Production Facilities (2001) | On completion of value addition to processing framework processing fee will be applicable |                         | <a href="https://www.nuprc.gov.ng/asset-fees-regulations/">https://www.nuprc.gov.ng/asset-fees-regulations/</a> |
| 7                                        | grant of Conceptual design Approval for oil and gas facility                                                                    | Oil & Gas Companies                        | As contained in Upstream Petroleum Fees and Rents (Temporary) Guideline 2025                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                           | 20                      | N/A                                                                                                             |

|    |                                                                    |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                       |    |     |                                                                                           |
|----|--------------------------------------------------------------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-----|-------------------------------------------------------------------------------------------|
| 8  | Grant of Detailed Design Approval for oil and gas facility         | Oil & Gas Companies | <p>2. Evidence of Payment of Processing fees of NGN 100,000</p> <p>3. Conduct Design and Technical Safety Reviews</p> <p>4. Submission of Design Diagrams</p> <p>5. Submission of Technical Narratives &amp; Design Safety case</p> <p>6. Submission of QA/QC (Integrity verification and validation) plans and project execution plans</p> <p>7. Submission of Environmental Impact assessment approval of project</p> <p>8. Conduct Design validation tests, model reviews</p> <p>9. Close out issues by conducting quarterly management reviews</p> <p>10. Other statutory submissions indicated in the <i>Procedure Guide for the Design and</i></p> | As contained in Upstream Petroleum Fees and Rents (Temporary) Guideline 2025                                                                                                                                                          | 20 | N/A | <a href="https://www.nuprc.gov.ng/ted-regulations/">www.nuprc.gov.ng/ted-regulations/</a> |
| 9  | Approval to Introduce Hydrocarbon (AHC) to an Oil and Gas Facility | Oil & Gas Companies | <p>1. Evidence of payment of applicable fees.</p> <p>2. PSJAR/PSR report endorsed by both the Operator and representative(s) of NUPRC.</p> <p>3. Evidence of submission of Operation Safety Case to NUPRC.</p> <p>4. Final EIA Approval Letter, pre-commissioning and (Cold) Commissioning reports and certificates for all systems and sub-systems (including FAT reports for critical equipment endorsed by the Operator and representatives of NUPRC).</p> <p>6. Mechanical completion, pre-commissioning and commissioning Punch list (Punch list A, B, C) and their close out action</p>                                                            | As contained in Upstream Petroleum Fees and Rents (Temporary) Guideline 2025                                                                                                                                                          | 10 | N/A | <a href="https://www.nuprc.gov.ng/ted-regulations/">www.nuprc.gov.ng/ted-regulations/</a> |
| 10 | Grant of License to Operate oil and gas facility                   | Oil & Gas Companies | <p>1. Submission of Application Letter</p> <p>2. Conduct Pre-commissioning checks</p> <p>3. Conduct Pre-start up safety reviews</p> <p>4. Submission of As-Built Design Diagrams and technical narratives</p> <p>5. Submission of operations, maintenance &amp; equipment manuals</p> <p>6. Submission technical conformance certificates of critical equipment and MCR tests</p> <p>7. Conduct final facility inspection</p> <p>8. Submission of Report all equipment functional tests &amp; results.</p>                                                                                                                                               | <p>1. According to facility Type. As prescribed by 2019 amendment section 59(2) of the Petroleum (Drilling &amp; Production) Regulation 1969 and as contained in the Upstream Petroleum Fees and Rents (Temporary) Guideline 2025</p> | 10 | N/A | <a href="https://www.nuprc.gov.ng/ted-regulations/">www.nuprc.gov.ng/ted-regulations/</a> |
| 11 | Grant of Permit to survey                                          | Oil & Gas Companies | <p>1. Submission of Application form</p> <p>2. Payment of application fee</p> <p>3. Copies of Topographic maps</p> <p>4. Feedback from third party stakeholders</p> <p>5. Payment of Grant fee</p> <p>6. Payment of processing fees</p>                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>N1,350,000 for PTS per flowline/pipeline; and N1,350,000 for ROWP per flowlines and water/gas injection lines</p>                                                                                                                  | 60 | N/A | <a href="https://www.nuprc.gov.ng/ted-regulations/">www.nuprc.gov.ng/ted-regulations/</a> |

|    |                                                                                       |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                |    |     |                                                                                                               |
|----|---------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|----|-----|---------------------------------------------------------------------------------------------------------------|
| 12 | Grant of Right of Way Permit                                                          | Oil & Gas Companies | <ol style="list-style-type: none"> <li>1. Submission of Application form</li> <li>2. Payment of application fee</li> <li>3. ten Copies of Survey maps</li> <li>4. Feedback from third party stakeholders</li> <li>5. News Paper Statutory Notice Publications (Federal &amp; State)</li> <li>6. Public Hearing</li> <li>7. Grant Fee Payment</li> </ol>                                                                                                                                                                              | <ol style="list-style-type: none"> <li>1. Submission of Application Letter</li> <li>2. Provision of an application package in accordance to the Oil and Gas Pipeline Regulations 1995</li> <li>3. Payment of Processing fees</li> </ol>                                                                                                               | N1,350,000 for PTS per flowlines/pipeline; and N1,350,000 for ROWP per flowlines and water/gas injection lines | 60 | N/A | <a href="https://www.nuprc.gov.ng/regulated-regulations/">https://www.nuprc.gov.ng/regulated-regulations/</a> |
| 13 | Grant of Approval for Conceptual/Front-End Engineering Design on Pipeline Development | Oil & Gas Companies | <ol style="list-style-type: none"> <li>1. Submission of Application Letter</li> <li>2. Provision of an application package in accordance to the Oil and Gas Pipeline Regulations 1995</li> <li>3. Payment of Processing fees</li> <li>4. Conduct Design and Technical Safety Reviews</li> <li>5. Submission of line pipes QA/QC (Integrity verification and validation) plans and project execution plans.</li> <li>6. Submission of Environmental Impact assessment approval of project for Pipelines of 20km and above.</li> </ol> | <ol style="list-style-type: none"> <li>1. Submission of Application Letter</li> <li>2. Provision of an application package in accordance to the Oil and Gas Pipeline Regulations 1995</li> <li>3. Payment of Processing fees</li> </ol>                                                                                                               | 1. N500,000:00 Processing Fee through NUPRC IGR Account                                                        | 30 | N/A | <a href="https://www.nuprc.gov.ng/">www.nuprc.gov.ng</a>                                                      |
| 14 | Grant of Approval for Detailed Engineering Design on Pipeline Development             | Oil & Gas Companies | <ol style="list-style-type: none"> <li>1. Submission of Application form</li> <li>2. Payment of application fee</li> <li>3. ten Copies of Topographic maps</li> <li>4. Feedback from s third party stakeholders</li> <li>5. Newspaper Statutory Notice Publications (Federal and State).</li> <li>6. Public hearing.</li> <li>7. Payment of Grant free processing fees</li> </ol>                                                                                                                                                    | <ol style="list-style-type: none"> <li>1. Submission of Application Letter</li> <li>2. Conduct Pre-commissioning checks</li> <li>3. Pre-commissioning report.</li> <li>4. Submission of operations, maintenance &amp; equipment manuals.</li> <li>5. Conduct final facility inspection. Hydro test.</li> <li>7. Payment of processing fees</li> </ol> | 1. N500,000:00 Processing Fee through NUPRC IGR Account                                                        | 30 | N/A | <a href="https://www.nuprc.gov.ng/">www.nuprc.gov.ng</a>                                                      |
| 15 | Upstream Oil and Gas Pipeline Licence                                                 | Oil & Gas Companies | <ol style="list-style-type: none"> <li>1. Submission of Application Letter</li> <li>2. Conduct Pre-commissioning checks</li> <li>3. Pre-commissioning report.</li> <li>4. Submission of operations, maintenance &amp; equipment manuals.</li> <li>5. Conduct final facility inspection. Hydro test.</li> <li>7. Payment of processing fees</li> </ol>                                                                                                                                                                                | <ol style="list-style-type: none"> <li>1. Submission of Application Letter</li> <li>2. Provision of an application package in accordance to the Oil and Gas Pipeline Regulations 1995</li> <li>3. Payment of Processing fees</li> </ol>                                                                                                               | \$1.25 per meter length up to a maximum of \$10,000                                                            | 60 | N/A | <a href="https://www.nuprc.gov.ng/">www.nuprc.gov.ng</a>                                                      |
| 16 | Grant of approval to Introduce Hydrocarbon (Commissioning) into a Pipeline Facility   | Oil & Gas Companies | <ol style="list-style-type: none"> <li>1. Submission of Application Letter</li> <li>2. Submit copy of OPL/ROWP</li> <li>3. Payment of LTO fees</li> </ol>                                                                                                                                                                                                                                                                                                                                                                            | <ol style="list-style-type: none"> <li>1. Submission of Application Letter</li> <li>2. Provision of an application package in accordance to the Oil and Gas Pipeline Regulations 1995</li> <li>3. Payment of Processing fees</li> </ol>                                                                                                               | NGN 500,000:00 (A/H) Processing Fee through NUPRC IGR Account                                                  | 20 | N/A | <a href="https://www.nuprc.gov.ng/">www.nuprc.gov.ng</a>                                                      |
| 17 | Annual Renewal of Licence to Operate a Pipeline                                       | Oil & Gas Companies | <ol style="list-style-type: none"> <li>1. Submission of Application Letter</li> <li>2. Submit copy of OPL/ROWP</li> <li>3. Payment of LTO fees</li> </ol>                                                                                                                                                                                                                                                                                                                                                                            | <ol style="list-style-type: none"> <li>1. Submission of Application Letter</li> <li>2. Provision of an application package in accordance to the Oil and Gas Pipeline Regulations 1995</li> <li>3. Payment of Processing fees</li> </ol>                                                                                                               | \$1.25 per meter length up to a maximum of \$10,000                                                            | 30 | N/A | <a href="https://www.nuprc.gov.ng/">www.nuprc.gov.ng</a>                                                      |
| 18 | Grant of approval for Upgrade/change of Service of Pipelines                          | Oil & Gas Companies | <ol style="list-style-type: none"> <li>1. Submission of Application Letter</li> <li>2. Submit copy of OPL/ROWP</li> <li>3. Payment of LTO fees</li> </ol>                                                                                                                                                                                                                                                                                                                                                                            | <ol style="list-style-type: none"> <li>1. Submission of Application Letter</li> <li>2. Provision of an application package in accordance to the Oil and Gas Pipeline Regulations 1995</li> <li>3. Payment of Processing fees</li> </ol>                                                                                                               | NGN 500,000:00 Processing Fee through NUPRC IGR Account                                                        | 20 | N/A | <a href="https://www.nuprc.gov.ng/">www.nuprc.gov.ng</a>                                                      |



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| 19. | Approval of Conceptual Design of Metering System                      | Oil & Gas Companies           | 1. Application Letter<br>2. Evidence of payment for approval 3. Metering Philosophy<br>4. Design Basis<br>5. Concept Selection<br>6. Contractor and Cost of the project<br>7. Preliminary Engineering Drawings                                                                                                                                                           | Processing Fee: N1,350,000.00                                | 15 | N/A | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 20. | Approval of Detailed Engineering Design Approval for Metering Systems | Oil & Gas Companies           | 1. Application Letter.<br>2. Evidence of payment for approval processing fees.<br>3. Submission of Technical data Sheets for metering system<br>4. Submission of Approved engineering schematics<br>5. Submission Metering system construction plan QA/QC plans<br>6. Functional Design Specification (FDS)<br>7. Contractor and Cost breakdown of the metering project. | Processing Fee: N1,350,000.00                                | 21 | N/A | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 21. | Approval to Introduce Hydrocarbon (AHP) to metering system            | Oil & Gas Operating Companies | 1. Application Letter.<br>2. FAT Report.<br>3. SAT Report<br>4. Field instrument & control system communications test report<br>5. Payment of processing fees                                                                                                                                                                                                            |                                                              | 15 | N/A | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 22. | Approval of Site Acceptance Test (SAT) Report                         | Oil & Gas Operating Companies | 1. Application Letter.<br>2. FAT Report.<br>3. SAT Report<br>4. Field instrument & control system communications test report<br>5. Payment of processing fees                                                                                                                                                                                                            | Processing Fee: N1,350,000.00                                | 5  | N/A |                                                        |
| 23. | Grant of License to Operate metering system (5 years)                 | Oil & Gas Operating Companies | 1. Application Letter.<br>2. Evidence of payment of \$10,000.00 LTO Fee.<br>3. SAT calibration report endorsed by NUPRC representatives<br>4. Five(5) copies of NUPRC approved SAT report                                                                                                                                                                                | \$10,000.00 (LTO Fee) per LACT/Metering system               | 28 | N/A | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 24. | Approval of Design Safety Case                                        | Oil & Gas Operating Companies | 1. Application Letter, 2. Design safety case dossier bearing facility details and project scope of work Form Safety Assessment (PSA) reports, Safety Management System (SMS) and Remedial Action Plan (RAP). 3. Evidence of payment of Statutory application and processing fees<br>4. Additional review of workshops as may be required                                 | Application Fee: N50,000.00<br>Processing Fee: N1,350,000.00 | 90 | N/A | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |

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| 25 | Approval of Operations Safety Case                           | Oil & Gas Operating Companies              | 1. Application Letter. 2. Operation safety case dossier bearing facility details and project scope of work Formal Safety Assessment (FSA) reports. Safety Management System (SMS) and Remedial Action Plan (RAP). 3. Evidence of payment of Statutory application and processing fees<br>4. Safety Case validation (on site) engagement and additional review of workshops as may be required                                                                                                                                                                                                                                           | Application Fee: N50,000.00<br>Processing Fee: N1,350,000.00            | 90 | N/A                                                                                | <a href="http://www.dutprc.gov.ng">www.dutprc.gov.ng</a> |
| 26 | Approval of Decommissioning Safety Case                      | Exploration and Production (E&P) Companies | 1. Application Letter. 2. Decommissioning safety case dossier bearing facility details and project scope of work Formal Safety Assessment (FSA) reports. Safety Management System (SMS) and Remedial Action Plan (RAP). 3. Evidence of payment of Statutory application and processing fees<br>4. Safety Case validation (on site) engagement and additional review of workshops as may be required                                                                                                                                                                                                                                     | Application Fee: N50,000.00<br>Processing Fee: N1,350,000.00            | 90 | N/A                                                                                | <a href="http://www.dutprc.gov.ng">www.dutprc.gov.ng</a> |
| 27 | Technology Adaptation "Approval for a Pilot/Validation Test" | Exploration and Production (E&P) Companies | 2. Proponent submit evidence of Technology Adaptation Process fee,<br>3. Proponent makes presentation<br>4. Proponent submit the following documentation in respect of technology/service (such as Technical specification/functional description and operational limit, Technology Decomposition, Reliability Availability and Maintainability (RAMS) as applicable, Technology Readiness Level, Failure Modes, Effects and Criticality Analysis (FMECA), Type Approval Examinations (Type Approval Evaluation report) and Type Approval Certificates, Certified Verification Agent (CVA) qualification plan, Deployment history, etc) | Processing Fee - N 1,350,000                                            | 90 | Late submission of outstanding documents from companies/Technology vendors         | <a href="http://www.dutprc.gov.ng">www.dutprc.gov.ng</a> |
| 28 | Approval to Deploy Technology                                | Exploration and Production (E&P) Companies | 1. Proponent submit Validation test report, 2. Proponent submit Pilot test report<br>3. Approval to deploy technology /is issued/granted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Processing Fee - N 1,350,000 (Not captured in Fees and Rent regulation) | 60 | Delayed response from companies/Technology vendors on outstanding documents/lapses | <a href="http://www.dutprc.gov.ng">www.dutprc.gov.ng</a> |

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| 29 | Issuance of Conformity Assessment Certification                                                                                                | Exploration and Production (E&P) Companies | <p>2. List of all the equipment in the facility, their date of manufacture and commissioning date</p> <p>3. Facility maintenance record</p> <p>4. Result of last two (2) integrity test conducted on all critical equipment in the facility</p> <p>5. Hazardous area classification drawings</p> <p>6. Document showing age of the facility</p> <p>7. Proof of Previous License/permit to Operate</p> <p>8. Integrity Risk Assessment Report</p> <p>9. Obsolescence Management Strategy</p> <p>10. Obsolescence Management Plan</p> <p>11. Facility Maintenance Management System</p> <p>12. Facility Structural Integrity and Class reference (TOR)</p> <p>2. Remaining Life assessment (RLA) Report</p> <p>3. Facility (E&amp;Field) Utilization Report</p> <p>4. Design Verification Plan</p> <p>5. Facility optimization Studies Plans/Reports and Economic Studies/Evaluation Report</p> <p>6. Independent Surveyor or CVA Report on Facility Fitness-for service</p> <p>7. Technical presentation on status of facility's integrity, reliability and performance assurance</p> <p>8. Inspection &amp; maintenance History, Records and Periodic Reports of Production critical &amp; safety critical equipments (e.g. vessels, tanks, pipelines/flowlines), systems &amp; structures</p> <p>9. Production and Safety Critical Performance Verification report from Independent Surveyor or Certified Drawing of the Facility</p> | Processing Fee - N1,350,000                                                                                                                                                                                                                                                                           | 30  | Delayed by applicant in addressing any outstanding action that may arise from the conduct of the exercise                                                             | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 30 | Consent for life Extension Plan (Five (5) Years Prior to End of Facility Design Life)                                                          | Exploration and Production (E&P) Companies | <p>Similar to Project Development Milestone Cpt Standard, Application Fees- N50,000.00 and Processing Fees - N1,350,000.00. <b>NOTE:</b> This approval gate fees were omitted in the newly gazetted Fees &amp; Rents Regulation (temporary), which should be updated when revised to incorporate these fees.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Similar to Project Development Milestone Cpt Standard, Application Fees- N50,000.00 and Processing Fees - N1,350,000.00. <b>NOTE:</b> This approval gate fees were omitted in the newly gazetted Fees & Rents Regulation (temporary), which should be updated when revised to incorporate these fees. | 120 | Interdependencies Feedback and Delayed response by applicant in addressing any outstanding action that may arise from the processing phase or conduct of the exercise | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 31 | Life Extension Approval (End of Facility Design life, critical Facility Upgrade/Modification and Associated Conformity Assessment Verification | Exploration and Production (E&P) Companies | <p>3. Integrity Risk Assessment</p> <p>3. Asset Life Extension (ALE) scope and plan, including Business Case</p> <p>4. Facility Maintenance Record</p> <p>5. Modified As-Built Drawings</p> <p>6 Modified Hazardous Area Classification</p> <p>7. Revised Equipment List</p> <p>8. Modified Obsolescence Management Strategy</p> <p>9. Remaining Life Assessment Report</p> <p>10. Revised Field Development Plan</p> <p>11. Remaining Resource and Subsurface Assurance Report</p> <p>12. Management of Change/ Changes to Asset Register</p> <p>13. Safety Case Maintenance &amp; Thorough</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Similar to Project Development Milestone Cpt Standard, Application Fees- N50,000.00 and Processing Fees - N1,350,000.00. <b>NOTE:</b> This approval gate fees were omitted in the newly gazetted Fees & Rents Regulation (temporary), which should be updated when revised to incorporate these fees. | 120 | Interdependencies Feedback and Delayed response by applicant in addressing any outstanding action that may arise from the processing phase or conduct of the exercise | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |



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| Gas Sales and Gas flare Meters<br>recertification/calibration Approval                        | Exploration and Production (E&P)<br>Companies | 1). Letter of Application for<br>recertification/calibration<br>2). Payment of all requisite fees<br>3). Provide logistics for conduct of<br>calibration exercise | \$1,000/unit                | 14 | 1). Errors in the exercise's report<br>calculations/submition of<br>incomplete documentation by the<br>calibration company<br>2). Inadequate staff to review<br>exercise's reports due to large<br>number of facilities undertaking<br>the exercise.<br>3).<br>Inadequate training of the desk<br>officer to properly review the<br>exercise reports | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 38                                                                                            |                                               |                                                                                                                                                                   |                             |    | 1. Submission of incomplete<br>documentation(e.g. statutory fee<br>payment, valid Licence to Operate<br>Rig/Vessel/HWU/SEWOP, Valid<br>OGISP for Vendors, etc)<br>2. Delay in company response to<br>query                                                                                                                                           | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| Issuance of approval for the drilling<br>of MAG Development Wells                             | Exploration and Production (E&P)<br>Companies | Submission of application to drill in<br>accordance with guidelines on the NUPRC<br>website. Payment of statutory fee                                             | Statutory Fee -N5,250,000   | 21 | 1. Submission of incomplete<br>documentation(e.g. statutory fee<br>payment, valid Licence to Operate<br>Rig/Vessel/HWU/SEWOP, Valid<br>OGISP for Vendors, etc)<br>2. Delay in company response to<br>query                                                                                                                                           | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 39                                                                                            |                                               |                                                                                                                                                                   |                             |    |                                                                                                                                                                                                                                                                                                                                                      |                                                        |
| Revalidation of expired NAG well<br>drilling permits (after 6 months)                         | Exploration and Production (E&P)<br>Companies | Submission of application to revalidate<br>expired permit in accordance with<br>guidelines on the NUPRC website.<br>Payment<br>of N250,000 statutory fee          | Statutory Fee - N1, 350,000 | 21 | 1. Submission of incomplete<br>documentation(e.g. statutory fee<br>payment, valid Licence to Operate<br>Rig/Vessel/HWU/SEWOP, Valid<br>OGISP for Vendors, etc)<br>2. Delay in company response to<br>query                                                                                                                                           | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 40                                                                                            |                                               |                                                                                                                                                                   |                             |    |                                                                                                                                                                                                                                                                                                                                                      |                                                        |
| Grant of approval to re-enter and<br>resume drilling of a gas well (after 6<br>months)        | Exploration and Production (E&P)<br>Companies | Submission of application to resume<br>drilling<br>operations in accordance with guidelines.<br>Payment of statutory fee                                          | Statutory Fee - N1, 350,000 | 21 | 1. Submission of incomplete<br>documentation(e.g. statutory fee<br>payment, valid Licence to Operate<br>Rig/Vessel/HWU/SEWOP, Valid<br>OGISP for Vendors, etc)<br>2. Delay in company response to<br>query                                                                                                                                           | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 41                                                                                            |                                               |                                                                                                                                                                   |                             |    |                                                                                                                                                                                                                                                                                                                                                      |                                                        |
| Revalidation of approval to re-enter<br>and resume drilling of a gas well<br>(after 6 months) | Exploration and Production (E&P)<br>Companies | Submission of application to revalidate<br>approval to re-enter and resume drilling<br>operations in accordance with guidelines.<br>Payment of statutory fee      | Statutory Fee - N1, 350,000 | 21 | 1. Submission of incomplete<br>documentation(e.g. statutory fee<br>payment, valid Licence to Operate<br>Rig/Vessel/HWU/SEWOP, Valid<br>OGISP for Vendors, etc)<br>2. Delay in company response to<br>query                                                                                                                                           | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 42                                                                                            |                                               |                                                                                                                                                                   |                             |    |                                                                                                                                                                                                                                                                                                                                                      |                                                        |

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| 43 | Grant of approval to re-enter and commence plug back and abandonment of a gas well        | Exploration and Production (E&P) Companies | Submission of application to plug back and abandon well in accordance with guidelines. Payment of statutory fee                            | Statutory Fee - N1,350,000 | 21 | 1. Submission of incomplete documentation (e.g. statutory fee payment, valid Licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGISP for Vendors, etc)<br>2. Delay in company response to query | <a href="http://www.fidutrc.gov.ng">www.fidutrc.gov.ng</a> |
| 44 | Revalidation of approval to re-enter and commence plug back and abandonment of a gas well | Exploration and Production (E&P) Companies | Submission of application to revalidate approval to plug back and abandon well in accordance with guidelines. Payment of statutory fee     | Statutory Fee - N1,350,000 | 21 | 1. Submission of incomplete documentation (e.g. statutory fee payment, valid Licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGISP for Vendors, etc)<br>2. Delay in company response to query | <a href="http://www.fidutrc.gov.ng">www.fidutrc.gov.ng</a> |
| 45 | Grant of approval to re-enter and re-drill a gas well                                     | Exploration and Production (E&P) Companies | Submission of application to re-enter and re-drill gas well in accordance with guidelines. Payment of statutory fee                        | Statutory Fee - N5,250,000 | 21 | 1. Submission of incomplete documentation (e.g. statutory fee payment, valid Licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGISP for Vendors, etc)<br>2. Delay in company response to query | <a href="http://www.fidutrc.gov.ng">www.fidutrc.gov.ng</a> |
| 46 | Revalidation of approval to re-enter and re-drill a gas well                              | Exploration and Production (E&P) Companies | Submission of application to revalidate approval to re-enter and re-drill gas well in accordance with guidelines. Payment of statutory fee | Statutory Fee - N1,350,000 | 21 | 1. Submission of incomplete documentation (e.g. statutory fee payment, valid Licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGISP for Vendors, etc)<br>2. Delay in company response to query | <a href="http://www.fidutrc.gov.ng">www.fidutrc.gov.ng</a> |
| 47 | Grant of approval to re-enter and sidetrack a gas well                                    | Exploration and Production (E&P) Companies | Submission of application to sidetrack gas well in accordance with guidelines. Payment of statutory fee                                    | Statutory Fee - N5,250,000 | 21 | 1. Submission of incomplete documentation (e.g. statutory fee payment, valid Licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGISP for Vendors, etc)<br>2. Delay in company response to query | <a href="http://www.fidutrc.gov.ng">www.fidutrc.gov.ng</a> |

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| 48 | Revalidation of approval to re-enter and side-track a gas well                                                                          | Producing Companies | Submission of application to revalidate approval to sidetrack gas well in accordance with guidelines. Payment of statutory fee                                                                     | Statutory Fee - N 1,350,000 | 21 | 1. Submission of incomplete documentation (e.g. statutory fee payment, valid Licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGISP for Vendors, etc)<br>2. Delay in company response to query | <a href="http://www.dutyc.gov.ng">www.dutyc.gov.ng</a> |
| 49 | Grant of approval to re-enter and commence suspension of a gas well                                                                     | Producing Companies | Submission of application to suspend gas well in accordance with guidelines. Payment of statutory fee                                                                                              | Statutory Fee - N 1,350,000 | 21 | 1. Submission of incomplete documentation (e.g. statutory fee payment, valid Licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGISP for Vendors, etc)<br>2. Delay in company response to query | <a href="http://www.dutyc.gov.ng">www.dutyc.gov.ng</a> |
| 50 | Revalidation of approval to re-enter and commence suspension of a gas well                                                              | Producing Companies | Submission of application to revalidate approval for suspension of a gas well in accordance with guidelines. Payment of statutory fee                                                              | Statutory Fee - N 1,350,000 | 21 | 1. Submission of incomplete documentation (e.g. statutory fee payment, valid Licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGISP for Vendors, etc)<br>2. Delay in company response to query | <a href="http://www.dutyc.gov.ng">www.dutyc.gov.ng</a> |
| 51 | Grant of approval to re-enter and commence withdrawal of cemented casing (permanent casing) from a gas well prior to abandonment        | Producing Companies | Submission of application to commence withdrawal of cemented casing (permanent casing) from a gas well prior to abandonment in accordance with guidelines. Payment of statutory fee                | Statutory Fee - N1, 350,000 | 21 | 1. Submission of incomplete documentation (e.g. statutory fee payment, valid Licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGISP for Vendors, etc)<br>2. Delay in company response to query | <a href="http://www.dutyc.gov.ng">www.dutyc.gov.ng</a> |
| 52 | Revalidation of approval to re-enter and commence withdrawal of cemented casing (permanent casing) from a gas well prior to abandonment | Producing Companies | Submission of application to revalidate approval for withdrawal of cemented casing (permanent casing) from a gas well prior to abandonment in accordance with guidelines. Payment of statutory fee | Statutory Fee - N 1,350,000 | 21 | 1. Submission of incomplete documentation (e.g. statutory fee payment, valid Licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGISP for Vendors, etc)<br>2. Delay in company response to query | <a href="http://www.dutyc.gov.ng">www.dutyc.gov.ng</a> |

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|    |                                                                                    |  |  |  | Producing Companies                        |  | Submission of application to initially complete gas well in accordance with guidelines on the NUPRC website. Payment of statutory fee                            | Statutory Fee - N1,350,000 | 21 | 1. Submission of incomplete documentation (e.g. statutory fee payment, valid Licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGISP for Vendors, etc)<br>2. Delay in company response to query<br>3. Delay in provision of well logs for evaluation of target interval | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 53 | Issuance of approval to re-enter a gas well for initial completion                 |  |  |  | Producing Companies                        |  | Submission of application to revalidate approval for initial completion of gas well in accordance with guidelines on the NUPRC website. Payment of statutory fee | Statutory Fee - N1,350,000 | 21 | 1. Submission of incomplete documentation (e.g. statutory fee payment, valid Licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGISP for Vendors, etc)<br>2. Delay in company response to query                                                                         | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 54 | Revalidation of approval to re-enter a gas well for initial completion             |  |  |  | Producing Companies                        |  | Submission of application to revalidate approval for initial completion of gas well in accordance with guidelines on the NUPRC website. Payment of statutory fee | Statutory Fee - N1,350,000 | 21 | 1. Submission of incomplete documentation (e.g. statutory fee payment, valid Licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGISP for Vendors, etc)<br>2. Delay in company response to query                                                                         | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
|    | Issuance of approval to re-enter a gas well for recompletion/open sleeve           |  |  |  | Producing Companies                        |  | Submission of application to recomplete gas well in accordance with guidelines on the NUPRC website. Payment of statutory fee                                    | Statutory Fee - N1,350,000 | 21 | 1. Submission of incomplete documentation (e.g. statutory fee payment, valid Licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGISP for Vendors, etc)<br>2. Delay in company response to query                                                                         | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 55 |                                                                                    |  |  |  | Producing Companies                        |  | Submission of application to revalidate approval for recompletion of gas well in accordance with guidelines on the NUPRC website. Payment of statutory fee       | Statutory Fee - N1,350,000 | 21 | 1. Submission of incomplete documentation (e.g. statutory fee payment, valid Licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGISP for Vendors, etc)<br>2. Delay in company response to query                                                                         | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
|    | Revalidation of approval to re-enter a gas well for initial completion/open sleeve |  |  |  | Exploration and Production (E&P) Companies |  | Submission of application to revalidate approval for recompletion of gas well in accordance with guidelines on the NUPRC website. Payment of statutory fee       | Statutory Fee - N1,350,000 | 21 | 1. Submission of incomplete documentation (e.g. statutory fee payment, valid Licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGISP for Vendors, etc)<br>2. Delay in company response to query                                                                         | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 56 |                                                                                    |  |  |  | Exploration and Production (E&P) Companies |  | Submission of application to stimulate gas well in accordance with guidelines on the NUPRC website. Payment of statutory fee                                     | Statutory Fee - N1,350,000 | 21 | 1. Submission of incomplete documentation (e.g. statutory fee payment, valid Licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGISP for Vendors, etc)<br>2. Delay in company response to query                                                                         | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 57 | Issuance of approval to re-enter a gas well for stimulation                        |  |  |  | Exploration and Production (E&P) Companies |  | Submission of application to stimulate gas well in accordance with guidelines on the NUPRC website. Payment of statutory fee                                     | Statutory Fee - N1,350,000 | 21 | 1. Submission of incomplete documentation (e.g. statutory fee payment, valid Licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGISP for Vendors, etc)<br>2. Delay in company response to query                                                                         | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |





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| 65 | Issuance of approval for Drill Stem Test (DST) per reservoir                      | Exploration and Production (E&P) Companies          | sample in accordance with guidelines on NUPRC's website.                                                 | Pay processing fee of N125,000         | 21 | payment or faulty payment of statutory fees.                                                                                                                                                                                                   | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 66 | Issuance of approval for Extended Well Test                                       | Exploration and Production (E&P) Companies          | Submission of application to conduct EWT in accordance with guidelines on NUPRC's website.               | Pay processing fee of \$5,000 per well | 21 | payment or faulty payment of statutory fees.                                                                                                                                                                                                   | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 67 | Issuance of approval for renewal of Extended Well Test (EWT)                      | Exploration and Production (E&P) Companies          | Submission of application to renew EWT in accordance with guidelines on NUPRC's website.                 | Pay processing fee of \$5,000 per well | 21 | payment or faulty payment of statutory fees.                                                                                                                                                                                                   | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 68 | Issuance of approval for Multi-Phase Flow Meters (MPFM)                           | Exploration and Production (E&P) Companies          | Submission of application for Multi-Phase Flow meters in accordance with guidelines on NUPRC's website.  | Pay processing fee of \$2,000          | 21 | N/A                                                                                                                                                                                                                                            | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 69 | Issuance of approval for condensate classification                                | Exploration and Production (E&P) Companies          | Submission of application for condensate guidelines on NUPRC's website.                                  | Pay processing fee of NG25,000         | 21 | 1. Submission of incomplete application. 2. Delays in responding to issues raised during review of application.                                                                                                                                | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 70 | Issuance of approval for the drilling of Ordinary Appraisal and Development Wells | Vessel Operating Companies                          | Submission of application to drill in accordance with guidelines on the NUPRC website.                   | Payment of N5,250,000 statutory fee    | 21 | 1. Delay of NUIMS consent letter for PSC Assets.<br>2. Submission of applications with incomplete documentation (e.g. evidence of statutory fee payment, valid License for intervention Units for the well operation/Valid OGISP for Vendors). | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 71 | Issuance of Permit for the Initial completion of wells                            | Geophysical/Geotechnical Vessel Operating Companies | Submission of application to Initially complete well in accordance with guidelines on the NUPRC website. | Payment of N1,350,000 statutory fee    | 21 | 1. Submission of incomplete documentation (e.g. statutory fee payment, valid Licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGISP for Vendors, etc)<br>2. Delay in company response to query                                                   | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |

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|----|----------------------------------------------------------------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| 72 | Issuance of permit for the Workover, recompletion and zone change of wells | Exploration and Production (E&P) Companies | Submission of application to workover, recomplete or carry out zone change in a well in accordance with guidelines on the NUPRC website. | Payment of N1,350,000 statutory fee | 21 | 1. Submission of incomplete documentation (e.g. statutory fee payment, valid Licence to Operate RIG/VesSEL/HWU/SEWOP, Valid OGISP for Vendors, etc)<br>2. Delay in company response to query | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 73 | Issuance of approval for Well plug back                                    | Exploration and Production (E&P) Companies | Submission of application to plug back well in accordance with guidelines.                                                               | Payment of N1,350,000 statutory fee | 21 | 1. Submission of applications with incomplete documentation (e.g. evidence of statutory fee payment, valid Licence for Units for intervention the well operation/Valid OGISP for Vendors).   | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 74 | Issuance of approval to sidetrack/redrill well                             | Exploration and Production (E&P) Companies | Submission of application to sidetrack/redrill well in accordance with guidelines.                                                       | Payment of N1,350,000 statutory fee | 21 | 1. Submission of incomplete documentation (e.g. statutory fee payment, valid Licence to Operate RIG/VesSEL/HWU/SEWOP, Valid OGISP for Vendors, etc)<br>2. Delay in company response to query | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 75 | Issuance of approval for the suspension of wells                           | Producing Companies                        | Submission of application to suspend well in accordance with guidelines on the NUPRC website.                                            | Payment of N1,350,000 statutory fee | 21 | 1. Submission of incomplete documentation (e.g. statutory fee payment, valid Licence to Operate RIG/VesSEL/HWU/SEWOP, Valid OGISP for Vendors, etc)<br>2. Delay in company response to query | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 76 | Approval for the abandonment of wells                                      | Producing Companies                        | Submission of application to abandon well in accordance with guidelines on the NUPRC website.                                            | Payment of N1,350,000 statutory fee | 30 | 1. Submission of incomplete documentation (e.g. statutory fee payment, valid Licence to Operate RIG/VesSEL/HWU/SEWOP, Valid OGISP for Vendors, etc)<br>2. Delay in company response to query | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |

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|----|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | Issuance of approval to change well target                                                                         | Producing Companies                                            | Submission of application to change well target in accordance with guidelines.                                                     | Payment of N1,350,000 statutory fee                                                                                               | 21 | 1. Submission of incomplete documentation(e.g. statutory fee payment, valid Licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGISP for Vendors, etc)<br>2. Delay in company response to query | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a>                                                                                                                                             |
| 77 |                                                                                                                    |                                                                |                                                                                                                                    |                                                                                                                                   |    |                                                                                                                                                                                             |                                                                                                                                                                                                    |
| 78 | Issuance of approval to deepen well                                                                                | Exploration and Production (E&P) Companies                     | Submission of application to deepen well in accordance with guidelines.                                                            | Payment of N5,250,000 statutory fee                                                                                               | 21 | 1. Submission of incomplete documentation(e.g. statutory fee payment, valid Licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGISP for Vendors, etc)<br>2. Delay in company response to query | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a>                                                                                                                                             |
|    | Issuance of approval to resume drilling operations                                                                 | Exploration and Production (E&P) Companies                     | Submission of application to resume drilling operations in accordance with guidelines.                                             | Payment of N1,350,000 statutory fee                                                                                               | 21 | 1. Submission of incomplete documentation(e.g. statutory fee payment, valid Licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGISP for Vendors, etc)<br>2. Delay in company response to query | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a>                                                                                                                                             |
| 79 |                                                                                                                    |                                                                |                                                                                                                                    |                                                                                                                                   |    |                                                                                                                                                                                             |                                                                                                                                                                                                    |
| 80 | Processing fee for request for well abandonment or decommissioning and site restoration (approval) or revalidation | Exploration and Production (E&P) Companies                     | Submission of application for well decommissioning and wellsite restoration in accordance with guidelines.                         | Payment of N 1,350,000 statutory fee                                                                                              | 30 | 1. Submission of incomplete documentation(e.g. statutory fee payment, valid Licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGISP for Vendors, etc)<br>2. Delay in company response to query | "1. <a href="mailto:nuprc@nuprc.gov.ng">nuprc@nuprc.gov.ng</a><br>2. <a href="mailto:da_unit@nuprc.gov.ng">da_unit@nuprc.gov.ng</a><br>3. <a href="mailto:wds@nuprc.gov.ng">wds@nuprc.gov.ng</a> " |
| 81 | Issuance of drilling rig/workover /barge & vessels and hoist operating license                                     | Producing Companies                                            | Submission of application for rig/workover hoist operating license in accordance with guidelines on the NUPRC website.             | Payment of statutory fee of \$5,250 for application and \$10,500 Payment of statutory fee for license to operate the drilling rig | 60 | N/A                                                                                                                                                                                         | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a>                                                                                                                                             |
| 82 | Issuance of vessel operating license                                                                               | Exploration and Production (E&P) Companies                     | Submission of application for vessel operating license in accordance with guidelines on the NUPRC website.                         | and \$10,500 for license to operate the drilling rig                                                                              | 60 | N/A                                                                                                                                                                                         | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a>                                                                                                                                             |
| 83 | Issuance of license to operate a Geophysical/Geotechnical vessel                                                   | Exploration and Production (E&P) Companies and Service Company | Submission of application for geophysical/geotechnical vessel operating license in accordance with guidelines on the NUPRC website | "Payment of statutory fee of \$5,250"                                                                                             | 60 | N/A                                                                                                                                                                                         | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a>                                                                                                                                             |

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|----|-----------------------------------------------------------------------------------------|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|----|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 84 | Revalidation of permit for expired data acquisition and processing                      | Exploration and Production (E&P) Companies and Service Company | Submission of application to revalidate expired permit in accordance with guidelines on the NUPRC website.       | Payment of N1,350,000 statutory fee               | 21 | N/A | 1. Submission of incomplete documentation (e.g. statutory fee payment, valid Licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGSP for Vendors, etc)<br>2. Delay in company response to query                                                                         | WWW.NUPRC.BOV.NG |
| 85 | Revalidation of expired drilling permits (after 6 months)                               | Exploration and Production (E&P) Companies                     | Submission of application to revalidate expired permit in accordance with guidelines on the NUPRC website.       | Payment of N5,250,000 statutory fee               | 10 |     | 1. Submission of incomplete documentation (e.g. statutory fee payment, valid Licence to Operate Rig/Vessel/HWU/SEWOP, Valid OGSP for Vendors, etc)<br>2. Delay in company response to query<br>3. Delay in provision of well logs for evaluation of target interval | WWW.NUPRC.BOV.NG |
| 86 | Revalidation of expired initial completion, recompletion, workover, stimulation permits | Exploration and Production (E&P) Companies                     | Submission of application to revalidate expired permit in accordance with guidelines on the NUPRC website.       | Payment of N1,350,000 statutory fee               | 10 |     | 1. Submission of incomplete application.<br>2. Delays in responding to issues raised during review of application.                                                                                                                                                  | WWW.NUPRC.BOV.NG |
| 87 | Permit to acquire fluid sample                                                          | Exploration and Production (E&P) Companies                     | Submission of application to acquire fluid sample in accordance with guidelines on NUPRC's website.              | Pay processing fee of N1,350,000 per sample       | 21 |     | 1. Submission of incomplete application.<br>2. Delays in responding to issues raised during review of application.                                                                                                                                                  | WWW.NUPRC.BOV.NG |
| 88 | Permit for in-country fluid sample analysis                                             | Exploration and Production (E&P) Companies                     | Submission of application for in-country fluid sample analysis in accordance with guidelines on NUPRC's website. | Pay processing fee of N1,350,000 per sample       | 21 |     | 1. Submission of incomplete application.<br>2. Delays in responding to issues raised during review of application.                                                                                                                                                  | WWW.NUPRC.BOV.NG |
| 89 | Approval to export fluid sample                                                         | Exploration and Production (E&P) Companies                     | Submission of application to export fluid sample in accordance with guidelines on NUPRC's website.               | Pay processing fee of N25,000 per interval/sample | 21 |     | 1. Submission of incomplete application.<br>2. Delays in responding to issues raised during review of application.                                                                                                                                                  | WWW.NUPRC.BOV.NG |
| 90 | Approval to commence unitization process                                                | Exploration and Production (E&P) Companies                     | Submission of application to commence Unitization Process in accordance with guidelines on NUPRC's website.      | Pay processing fee of N1,350,000                  | 21 |     | 1. Delays in response to invitation for engagements.<br>2. Delays in response to invitation for engagements.                                                                                                                                                        | WWW.NUPRC.BOV.NG |
| 91 | Approval letter for operatorship of unitized field                                      | Exploration and Production (E&P) Companies                     | Submission of application for operatorship letter in accordance with guidelines on NUPRC's website.              | Pay processing fee of N312,500                    | 21 |     | 2. Delay in execution of Unitisation Unit Operating Agreement (UOQA) by the Unit parties.                                                                                                                                                                           | WWW.NUPRC.BOV.NG |

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| 92 | Issuance of Approval for reference/notification date for unitized fields                        | Exploration and Production (E&P) Companies | Submission of application for fields in accordance with guidelines on NUPRC's website.                                                                                                                                                                                                                                                                                                                                                                                                                                           | Pay processing fee of N312,500                                                                                           | 21                                                               | 1. Delays in response to invitation for engagements.<br>2. Delay in execution of Unitisation Unit Operating Agreement (UJOA) by the Unit parties.                                                    | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 93 | Issuance of Permit to conduct Bottomhole Pressure (BHP) survey                                  | Exploration and Production (E&P) Companies | Submission of application to conduct Bottom Hole Pressure (BHP) survey in accordance with guidelines on NUPRC's website.                                                                                                                                                                                                                                                                                                                                                                                                         | Pay processing fee of N312,500                                                                                           | 21                                                               | 1. Submission of incomplete application.<br>2. Delays in responding to issues raised during review of application.                                                                                   | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 94 | Issuance of Annual Renewal License to Operate for Upstream facilities                           | Exploration and Production (E&P) Companies | Submission of application to renew license to operate for Upstream facilities in accordance with guidelines on NUPRC's website.                                                                                                                                                                                                                                                                                                                                                                                                  | Pay processing fee according to facility type in line with Upstream Petroleum Fees and Rent (Temporary) Regulations 2025 | 21                                                               | Non-issuance of pre-requisite Conformity Assessment Certificate due to outstanding asset integrity issues at the facility                                                                            | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 95 | Grant of approval to re-enter and commence plug back and abandonment of a gas well              | Exploration and Production (E&P) Companies | Submission of application to plug back and abandon well in accordance with guidelines. Payment of Statutory fee                                                                                                                                                                                                                                                                                                                                                                                                                  | Statutory Fee- N 1,350,000                                                                                               | 30                                                               | 1. Submission of incomplete documentation (e.g. statutory fee payments, valid Licence to Operate rig/Vessel/HWU/SEWOP, Valid OGISP for vendors, etc)                                                 | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 96 | Processing fee for Decommissioning and Abandonment Plan Approval (and Revalidation)             | exploration and Production (E&P)           | "1. Submission of Decommissioning and Abandonment Plan (DAP) in line with sections 232 and 233 of the PIA 2021, detailing End-of-Field-Life (EoL) D&A plans for production facilities and/or systems, pipelines, etc. in accordance with guidelines; technical narratives describing asset portfolio, D&A cost, breakdown/basis methodology, D&A cost, breakdown/basis of estimation/computation, remittance plan, risk management, HSE considerations.<br>2. Establishment of D&A Funds escrow account as prescribed by the PIA | Pay processing fee of N 10,000,000                                                                                       | 90                                                               | 2. Delay in company response to query                                                                                                                                                                | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 97 | Processing fee for Decommissioning and Abandonment Execution Programme Approval or Revalidation | exploration and Production (E&P)           | 1. Submission of application to decommission and abandon at End-of-Field Life (EoL), of production facilities and/or systems, pipelines, etc. in accordance with guidelines.                                                                                                                                                                                                                                                                                                                                                     | Processing Fee: N5,000,000                                                                                               | "120 days for land for assets;<br>12 months for offshore assets" | 1. Conduct of stakeholder engagement.<br>2. Outcome (addressing the outcome) of stakeholder engagement<br>3. Delay by applicant in addressing the outcome of the D&A work programme review workshop. | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |

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| 98  | Issuance of DGDO Compliance Certificate                                                 | Exploration and Production Companies | Timely submission of gas reserves in line with 3rd schedule of the P/A. Submission of annual gas production, Utilization and Flare volumes. Submission of daily DGDO Performance. Participation on DGDO Performance Audit/Reviews                                     | NA                       | 30                                         | N/A                                                                                     | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 99  | Issuance of Temporary Permit to Flare gas                                               | Exploration and Production Companies | Submission of application letter and other supporting documents. Facilitate NUPRC flare site inspection. Submit estimated volume per day or total flaring volume. Duration of event and justification, cause of flaring and "Basis of estimated volume and Duration". | \$2.00 per MScf          | 21                                         | Late submission of application                                                          | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 100 | Issuance of Certificate of Quantity & Quality for Gas Produced                          | Exploration and Production Companies | Submit production and utilisation reports. Participate and conclude reconciliation exercises                                                                                                                                                                          | NA                       | 10                                         | Non participation of some companies during reconciliation. Inconclusive reconciliation  | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 101 | Processing fee for Authorization of Natural Gas Flare Elimination and Monetization Plan | Exploration and Production Companies | Submission of Detailed Plan in line with the Regulations. Seek Approval of Plan which has clear time lines. Commit to Milestone Development Agreement with the Commission                                                                                             | \$1,000                  | 30                                         | Non-submission by companies                                                             | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 102 | Flare Threshold Approval                                                                | Exploration and Production Companies | Timely submission of Gas production, Utilization and flare data. Flaring categorization (Routine, Safety, Emergency and non-routine). Submit flaring threshold data request by the Commission, including facility capacities and historical practices.                | NGN 100,000 per facility | H1 and H2. 30 Days following the next half | Non-timely or non-submission of data                                                    | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |
| 103 | Hydrocarbon production Export Permit Processing                                         | Oil and Gas Company                  | Submission of application on COTEX and GATEX Portals on or before agreed timeline                                                                                                                                                                                     | \$1,000                  | 21                                         | 1. In adequate /in appropriate documents uploading<br>2. Applying for wrong application | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> |

# 04

## HEALTH, SAFETY, ENVIRONMENT AND COMMUNITY SERVICE CHARTER



**NIGERIAN UPSTREAM PETROLEUM  
REGULATORY COMMISSION**





**NIGERIAN UPSTREAM PETROLEUM REGULATORY COMMISSION SERVICE CHARTER AND LINK  
HEALTH, SAFETY, ENVIRONMENT AND COMMUNITY SERVICE CHARTER**

| S/N | Nature of Service                                                        | Customer  | Customer Obligati n                                                                                                                                                                              | Service Standard  |                              | Existing Limitations                                                                                                                                                                                                                                      | Website link/Email for further information of service requirements |
|-----|--------------------------------------------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
|     |                                                                          |           |                                                                                                                                                                                                  | Cost Standard (₦) | Time Standard (Working Days) |                                                                                                                                                                                                                                                           |                                                                    |
| 1   | Processing fee for Recipient Water Sampling Certificate per Quarter      | Operators | 1. Periodic (Quarterly) sampling of process effluents, emissions and recipient environment.<br>2. Timely submission of compliance monitoring reports to Commission.<br>3. Report non-compliances | 500,000NGN        | 7                            | 1. Observaton of non-compliance in monitoring process/reports).<br>2. Staff strength.<br>1. Finding a suitable date to schedule review workshop with the Commission.<br>2. Implementation of review findings if any by the company.<br>3. Staff strength. | <a href="https://igr.nuprc.gov.ng">https://igr.nuprc.gov.ng</a>    |
| 2   | Issuance fee for Approval for Biological Monitoring Studies Report (BMS) | Operators | Submission of BMS report. BMS must be conducted in line with approved SoW and ToR                                                                                                                | 1,350,000NGN      | 30                           |                                                                                                                                                                                                                                                           | <a href="https://igr.nuprc.gov.ng">https://igr.nuprc.gov.ng</a>    |

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| 3 |                                              |                            | <p>1. Apply to NUPRC with details of the sampling point, period, and discharge activity.</p> <p>2. Ensure sampling and analysis are conducted by NUPRC-accredited personnel and certified labs.</p> <p>3. Follow EGASPIN procedures for proper sample collection, preservation, and documentation.</p> <p>4. Submit lab results and reports within the required timeframe and maintain sampling records.</p> | 225,000NGN                                                                            | 7  |                                                                                                                                                                               | <a href="https://igr.nuprc.gov.ng">https://igr.nuprc.gov.ng</a> |
| 4 | Issuance of Oilfield Chemicals Certification | Service Providers/Operator | <p>1. Submit application for chemical certification which shall include Safety Data Sheets /Product Data Sheet</p> <p>2. Pay processing fee to the Commission via IGR portal.</p> <p>3. Submit two samples per chemical/product (1 litre each) to the Commission.</p> <p>4. Evidence of payment to the analysing laboratories (3rd party).</p>                                                               | <p>100,000 NGN per product. (IGR)</p> <p>784,750 NGN per product. (for 3rd Party)</p> | 30 | <p>Submission of reports from the Commission's accredited 3rd party laboratories.</p> <p>Non-payment of established 3rd party laboratories service charges by the Vendor.</p> | <a href="https://igr.nuprc.gov.ng">https://igr.nuprc.gov.ng</a> |

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| 5 | Chemicals                                                                                              | Service Providers / Operator          | Submission of Application for Recertification, the applicant shall accompany the underlisted items: -<br>a. Old and New SDS<br>b. Attestation Letter from the manufacturer.<br>c. In the event of reformulation of product, the company must provide the chemical for toxicity test.<br>d. Obligations in (b) above apply.<br>e. Quarterly report of the chemical sales. | 105,000 NGN per product. | 7  | Non-submission of new and complete SDS<br><br>Delayed response on confirmation of letter of attestation from the manufacturer in an event where the vendor is not the manufacturer<br><br>In the event where the product is found to be reformulated, certification | <a href="https://igr.nuprc.gov.ng">https://igr.nuprc.gov.ng</a> |
| 6 | Approval fee to use                                                                                    | Operator                              | Submission of application for approval which should include details of the chemical and the intended use. Attach copy of previous approval and waste disposal plan                                                                                                                                                                                                       | 250,000NGN               | 14 | Staff strength                                                                                                                                                                                                                                                      | <a href="https://igr.nuprc.gov.ng">https://igr.nuprc.gov.ng</a> |
| 7 | Renewal fee for Approval to use                                                                        | Operator                              | Submission of application for approval which should include details of the chemical and the intended use. Attach copy of previous approval and waste disposal plan                                                                                                                                                                                                       | 125,000NGN               | 14 | N/A                                                                                                                                                                                                                                                                 | <a href="https://igr.nuprc.gov.ng">https://igr.nuprc.gov.ng</a> |
| 8 | Application fee for Approval to operate Analytical Laboratory for use in upstream petroleum operations | Operators/ 3 <sup>rd</sup> Party Labs | 1. Application for relevant service on OGISP Portal.<br>2. Must have Minimum Specified Equipment.<br>3. Coordinate successful accreditation inspection of facility by NUPRC                                                                                                                                                                                              | 250,000NGN               | 21 | 1. Staff strength<br>2. capacity gaps in advanced techniques and QA/QC protocols.                                                                                                                                                                                   | <a href="https://igr.nuprc.gov.ng">https://igr.nuprc.gov.ng</a> |

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| <b>9</b>  | Application fee for Renewal of analytical Laboratory approval                                                                                                                       | Operators/ 3 <sup>rd</sup> Party Labs | <p>1. Application for the re-accreditation/annual accreditation inspection.</p> <p>2. Must have Minimum Specified Equipment.</p> <p>3. Coordinate successful re-accreditation inspection of facility by NUPRC.</p>                                                 | 125,000NGN | 21 | <p>1. Inability to close-out action items arising from the inspection exercise accreditation.</p> <p>2. Issuance of service permit by CELAPS without recourse to accreditation.</p> <p>3. Non-compliance with the issued accreditation letter.</p> <p><a href="https://ignuprc.gov.ng">https://ignuprc.gov.ng</a></p> |  |
| <b>10</b> | Application fee for Permit to operate Oilfield chemical (Drilling products, production chemicals etc.) blending plant/formulation plant/ warehouse for upstream petroleum operation | Service Providers                     | <p>1. Application to NUPRC with full details of the facility and chemicals involved.</p> <p>2. Must meet Minimum Specified Requirement.</p> <p>3. NUPRC inspections and renew permit annually, contingent upon compliance.</p>                                     | 500,000NGN | 21 | <p>1. Staff strength capacity gaps in advanced techniques and QA/QC protocols.</p> <p>2.</p> <p><a href="https://ignuprc.gov.ng">https://ignuprc.gov.ng</a></p>                                                                                                                                                       |  |
| <b>11</b> | Application fee for Approval to produce culture test organisms for Biomonitoring                                                                                                    | Operator                              | <p>1. Submit a formal application with details of the organisms and their intended use.</p> <p>2. Must meet Minimum Specified Requirement.</p> <p>3. Allow inspections and audits by the Commission.</p> <p>4. Renew approval annually, subject to compliance.</p> | 150,000NGN | 21 | <p>Staff strength to participate in witnessing exercise.</p> <p><a href="https://www.nuprc.gov.ng">www.nuprc.gov.ng</a></p> <p><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a></p>                                                                        |  |

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| <b>12</b> | Application fee for Approval to produce culture test organisms for Biomonitoring (Revalidation) | Operator | <p>1. Submit a formal application to NUPRC for revalidation, including details of the organisms and intended use.</p> <p>2. Must meet Minimum Specified Requirement.</p> <p>3. Submit facility records and allow inspections/audits by NUPRC during revalidation.</p> <p>4. Renew approval annually, subject to compliance.</p> | 125,000NGN | 21 | Staff strength to participate in witnessing exercise. | <a href="http://www.nuprc.gov.ng/gazetted-regulations/">www.nuprc.gov.ng,<br/>http://www.nuprc.gov.ng/gazetted-regulations/</a> |
| <b>13</b> | Application fee for Laboratory QA/QC-Reference material and Proficiency testing                 | Operator | <p>1. Submit a formal application for the QA/QC permit, detailing the scope of services, including reference materials and proficiency testing (PT).</p> <p>2. Must meet the Minimum Specified Requirement.</p> <p>3. Allow inspections/audits by NUPRC.</p>                                                                    | 100,000NGN | 21 | Staff strength to participate in witnessing exercise. | <a href="https://igrc.nuprc.gov.ng">https://igrc.nuprc.gov.ng</a>                                                               |
| <b>14</b> | Application fee for Laboratory QA/QC-Reference material and Proficiency testing (Revalidation)  | Operator | <p>1. Submit revalidation application via the OGISP portal, specifying that it is for Laboratory QA/QC (Reference Material &amp; Proficiency Testing).</p> <p>2. Must meet the Minimum Specified Requirement.</p> <p>3. Allow inspections/audits by NUPRC.</p>                                                                  | 50,000NGN  | 21 | Staff strength to participate in witnessing exercise. | <a href="https://igrc.nuprc.gov.ng">https://igrc.nuprc.gov.ng</a>                                                               |

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| 15 | Application fee for Field Sampling and Laboratory Analysis (EES, PIA, BMS)      | Operator          | <p>1. Submit an official application specifying the scope: Environmental / Ecological Studies (EES), Post Impact Assessment (PIA), and Baseline Monitoring Studies (BMS).</p> <p>2. Must meet the Minimum Specified Requirement.</p> <p>3. Allow inspections or audits of field sampling teams and analytical labs if requested.</p> <p>4. Submit final study reports (e.g., EES, PIA, BMS) to the Commission within designated time lines.</p> | 250,000NGN                                                                                                                                                                                                                                              | 21 | Staff strength to participate in witnessing exercise.                                                 | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gaz-etted-regulations/">https://www.nuprc.gov.ng/gaz-etted-regulations/</a>            |
| 16 | Issuance of Radiaton Safety Permit (RSP)                                        | Operators         | <p>1. Apply for RSP online and submit the application</p> <p>2. Provide evidence of NNRA permit</p> <p>3. Provide the contractor's OGISP permit status or relevant services on OGISP Portal</p>                                                                                                                                                                                                                                                 | NGN (1,000,000.00) Processing fee.                                                                                                                                                                                                                      | 7  | Not enough staff strength                                                                             | <a href="https://ogisp.nuprc.gov.ng/">https://ogisp.nuprc.gov.ng/</a>                                                                                                                |
| 17 | Safety and Emergency Response Training Centre Accreditation / Re- accreditation | Service Providers | <p>1. Application of relevant services on OGISP Portal</p> <p>2. Payment of application fee on IGR Portal via Remita.</p> <p>3. Payment of statutory fee per course intended to be offered as required by the Commission.</p> <p>4. Must have Minimum Specified facility &amp; Equipment.</p> <p>5. Coordinate successful accreditation inspection of facility by NUPRC.</p> <p>6. Presentation of satisfactory</p>                             | <p>1. NGN250,000 application fee for registration as an Oil &amp; Gas Service Company (OGISP)</p> <p>2. NGN1,000,000 processing fee for accreditation of training Centre.</p> <p>3. N50,000 (or as specified by the Commission) per course intended</p> | 14 | Incomplete submission of necessary documents and delay in site inspections due to logistic challenges | <a href="https://www.nuprc.gov.ng/nuprc-guidelines/#hse">https://www.nuprc.gov.ng/nuprc-guidelines/#hse</a><br><a href="https://ogisp.nuprc.gov.ng/">https://ogisp.nuprc.gov.ng/</a> |

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| 18 | Issuance of Safety Case Approval                                   | Operators | <ol style="list-style-type: none"> <li>1. Application for a Safety Case approval.</li> <li>2. Payment of application fee on IGR Portal via Remita.</li> <li>3. Ensure that formal safety studies have been conducted.</li> <li>4. Engaging the Commission in conducting safety studies</li> </ol>                                                  | N1,000,000 processing fees | 20 | The time constraint include period of internal review of safety case document, logistics of company setting up of requisite safety case workshop and site visitation. | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
|    |                                                                    |           | <ol style="list-style-type: none"> <li>1. Application for Formal Safety Assessment / Safety Clearance approval.</li> <li>2. Payment of application fee on IGR Portal via Remita.</li> <li>3. Ensure that formal safety studies have been conducted.</li> <li>4. Ensure the Commission is engaged in conducting Formal Safety Assessment</li> </ol> | 500,000NGN                 | 20 | N/A                                                                                                                                                                   | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| 19 | Processing fee for Formal Safety Assessment / Safety Clearance     | Operators | <ol style="list-style-type: none"> <li>1. Application for a certification approval.</li> <li>2. Payment of application fee on IGR Portal via Remita.</li> <li>3. Ensure that tests have been conducted.</li> <li>4. Engaging the Commission in conducting tests.</li> </ol>                                                                        | 2,500,000NGN               | 25 | Logistic and company setting up of acceptable time for site visitation.                                                                                               | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| 20 | Application fee for Certification of all Critical Safety Equipment | Operators |                                                                                                                                                                                                                                                                                                                                                    |                            |    |                                                                                                                                                                       |                                                                                                                                                                         |

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| 21 | Application fee for Re-certification of all Critical Safety Equipment | Operators                 | <ol style="list-style-type: none"> <li>1. Application for a re-certification approval.</li> <li>2. Payment of application fee on IGR Portal via Remita.</li> <li>3. Ensure that tests have been conducted.</li> <li>4. Engaging the Commission in conducting tests.</li> </ol> | 1,000,000NGN                                 | 25 | Logistic and company setting up of acceptable time for site visitation.                               | <a href="https://www.nuprc.gov.ng/gaz/regulated-regulations/">www.nuprc.gov.ng,<br/>https://www.nuprc.gov.ng/gaz/regulated-regulations/</a> |
| 22 | Issuance of Remediation Action Plan (RAP) approval                    | Operators                 | <ol style="list-style-type: none"> <li>1. Submit Remediation Action Plan (RAP)</li> <li>2. Conduct Remediation Exercise</li> <li>3. Submit Final Remediation Report for Close Out and Certification</li> </ol>                                                                 | 500,000NGN per group of 1 - 5 RAPs submitted | 15 | Possible inability to jointly review the submitted RAP with the operators within the timeline.        | <a href="https://www.nuprc.gov.ng/gaz/regulated-regulations/">www.nuprc.gov.ng,<br/>https://www.nuprc.gov.ng/gaz/regulated-regulations/</a> |
| 23 | Application fee for Approval of Emergency Response Plan               | Operators                 | <ol style="list-style-type: none"> <li>1. Submit Emergency Response Plan (ERP)</li> <li>2. Payment of application fee on IGR Portal via Remita.</li> </ol>                                                                                                                     | 1,000,000NGN                                 | 15 | Possible inability to jointly review the submitted ERP with the operators within the timeline.        | <a href="https://www.nuprc.gov.ng/gaz/regulated-regulations/">www.nuprc.gov.ng,<br/>https://www.nuprc.gov.ng/gaz/regulated-regulations/</a> |
| 24 | Environmental Incidents related Petitions                             | Operators and Communities | Inform/notify and update the Commission on Issues of Conflict                                                                                                                                                                                                                  | N/A                                          | 28 | Possible late or non-response to our letters from responders. A longer standard time may be required. | <a href="https://www.nuprc.gov.ng/gaz/regulated-regulations/">www.nuprc.gov.ng,<br/>https://www.nuprc.gov.ng/gaz/regulated-regulations/</a> |
| 25 | Issuance of Post Clean Up Inspection                                  | Operators                 | <ol style="list-style-type: none"> <li>1. Clean Up Spill</li> <li>2. Conduct Post Clean Up Assessment</li> <li>3. Mobilize for Post Clean Up Inspection</li> </ol>                                                                                                             | 675,000NGN per site                          | 10 | Late or non-mobilization by the spiller                                                               | <a href="https://www.nuprc.gov.ng/gaz/regulated-regulations/">www.nuprc.gov.ng,<br/>https://www.nuprc.gov.ng/gaz/regulated-regulations/</a> |



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| 26 | Application fee for Post Remedial Action Review                                                                                                    | Operators         | Conduct Environmental Remediation as approved by the NUPRC and submit a report for joint review with the NUPRC                                                                                                                                                                                                    | 1,000,000NGN | 15 | Non payment of the review fees by the the polluter. Late response for joint review due to inavailability of either the polluter or other industry stakeholders.              | <a href="https://www.nuprc.gov.ng/content/uploads/2022/11/methane-guidelines-10-2022.pdf">www.nuprc.gov.ng,<br/>https://www.nuprc.gov.ng/content/uploads/2022/11/methane-guidelines-10-2022.pdf</a> |
| 27 | Issuance of Approval of Greenhouse Gas (GHG) Management Report /Plan                                                                               | Operators         | 1. Submit detailed report on GHG plan including emission reduction Strategies/Plan<br>2. Monitoring and inspection plans for facilities stating inventory methodologies. 3. Submission of GHG inventory report on quarterly basis.                                                                                | NA           | 14 | Incomplete submission of requisite document by company and delays by company in addressing feedback from the Commission Lack of using accredited third-party by the operator | <a href="https://www.nuprc.gov.ng/content/uploads/2022/11/methane-guidelines-10-2022.pdf">https://www.nuprc.gov.ng/content/uploads/2022/11/methane-guidelines-10-2022.pdf</a>                       |
| 28 | Issuance of certificate of LDAR (Upon Satisfactory Inspection)                                                                                     | Operators         | 1. Submit Methane Leak Detection & Repair (LDAR) inspection plan/schedule to the Commission.<br>2. Participation/Witnessing of LDAR inspections as prescribed in the guidelines<br>3. Conduct Survey in-house or Contract inspection to a third-party service provider.                                           | NA           | 10 | Late submission of schedule plan                                                                                                                                             | <a href="https://www.nuprc.gov.ng/content/uploads/2022/11/methane-guidelines-10-2022.pdf">https://www.nuprc.gov.ng/content/uploads/2022/11/methane-guidelines-10-2022.pdf</a>                       |
| 29 | Issuance of Accreditation/Approval for Fugitive Leak Detection & Repair (LDAR) operational permit and GHG Management Consultancy Service Providers | Service Providers | 1. Submit application for accreditation/approval to offer LDAR or related GHG Management Services.<br>2. Conduct technical presentation on intended Services.<br>3. Submission of evidence of payment for application fees<br>4. Conduct pilot trial of the technology (for new application) at selected facility | 500,000 NGN  | 20 | Delays in accepting dates for technical presentation or trial run by the Company and lack of readily available technology/software.                                          | <a href="https://www.nuprc.gov.ng/content/uploads/2022/11/methane-guidelines-10-2022.pdf">https://www.nuprc.gov.ng/content/uploads/2022/11/methane-guidelines-10-2022.pdf</a>                       |

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| <b>30</b> | Application fee for Fugitive Leak Detection and Repair (LDAR) operational permit (Revalidation)                     | Service Providers | submission of application for service renewal                                 | 250,000NGN    | 10 | Late submission of renewal application                                     | <a href="https://www.nuprc.gov.ng/gazetted-regulations/">www.nuprc.gov.ng, https://www.nuprc.gov.ng/gazetted-regulations/</a>                           |
| <b>31</b> | Application fee for Measurement Reporting and Verification of GHG Emissions                                         | Service Providers | Application for service accreditation/permit                                  | 500,000NGN    | 20 | lack of readily available technology/software by some service providers    | <a href="https://www.nuprc.gov.ng, https://www.nuprc.gov.ng/gazetted-regulations/">www.nuprc.gov.ng, https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| <b>32</b> | Application fee for Measurement Reporting and Verification of GHG Emissions (Revalidation)                          | Service Providers | Application for service accreditation/permit revalidation                     | 250,000NGN    | 10 | Late submission of renewal application                                     | <a href="https://www.nuprc.gov.ng, https://www.nuprc.gov.ng/gazetted-regulations/">www.nuprc.gov.ng, https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| <b>33</b> | Processing fee for the Review of Draft Environmental Evaluation Study (EES) / Post Impact Assessment (PIA) Approval | Operators         | 1. Submit a Draft EES/PIA report along with receipt of requisite fees payment | N1,350,000.00 | 28 | No limitations except where multiple reports are received at the same time | <a href="https://www.nuprc.gov.ng, https://www.nuprc.gov.ng/gazetted-regulations/">www.nuprc.gov.ng, https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| <b>34</b> | Issuance of Final Environmental Evaluation Study (EES) / Post Impact Assessment (PIA) Report                        | Operators         | Submit a Final EES/PIA report along with receipt of requisite fees payment    | N675,000.00   | 7  | No limitations except where multiple reports are received at the same time | <a href="https://www.nuprc.gov.ng, https://www.nuprc.gov.ng/gazetted-regulations/">www.nuprc.gov.ng, https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| <b>35</b> | Processing fee for Environmental Screening Report (ESR) and Preliminary Impact Assessment Report (PIAR) Report      | Operators         | Submit ESR and PIAR report along with receipt of requisite fees payment       | N1,350,000.00 | 14 | No limitations except where multiple reports are received at the same time | <a href="https://www.nuprc.gov.ng, https://www.nuprc.gov.ng/gazetted-regulations/">www.nuprc.gov.ng, https://www.nuprc.gov.ng/gazetted-regulations/</a> |

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| <b>36</b> | Processing fee for Terms of Reference/Scope of Work (ToR/SoW) for Environmental Studies (EES, PIA, EBS, EMP, etc.) Approval for E&P Companies | Operators | Submit a TOR/SOW for the EES and PIA Report along with receipt of requisite fees payment | N1,350,000.00  | 14 | No limitations except where multiple reports are received at the same time | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| <b>37</b> | Processing fee for the review of Environmental Management Plan (EMP)                                                                          | Operators | Submit a Draft EMP report along with receipt of requisite fees payment                   | N1,800,000.00  | 14 | No limitations except where multiple reports are received at the same time | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| <b>38</b> | Issuance of Final EMP Report                                                                                                                  | Operators | Submit a Final EMP Report along with receipt of requisite fees payment                   | N900,000.00    | 7  | No limitations except where multiple reports are received at the same time | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| <b>39</b> | Processing Fee for One (1) year EMP Data Validity Extension of applicable environmental studies report                                        | Operators | Submit EMP Data Validity Extension request along with receipt of requisite fees payment  | N25,000,000.00 | 14 | No limitations except where multiple reports are received at the same time | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| <b>40</b> | Processing fee for Consent to commence activities before the commencement of applicable environmental studies                                 | Operators | Submit a Waiver request along with receipt of requisite fees payment                     | N72,000,000.00 | 14 | No limitations except where multiple reports are received at the same time | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |

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| 41 | Processing fee for consent to commence activities before EMP approval (this is for drilling wells when an EMP approval was not issued but company has already collected the 2 season data. The waiver fee - N10,000,000.00 is per well.) | Operators | Submit a Waiver request along with receipt of requisite fees payment | NGN 10,000,000 per well | 14 | N/A                                                                        | <a href="https://www.nuprc.gov.ng/gazetted-regulations/">www.nuprc.gov.ng,<br/>https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| 42 | Processing fee for Waiver request to conduct One-season EMP for Offshore facilities (this is applicable where operator intends to produce an EMP with one season data only for offshore assets)                                          | Operators | Submit a Waiver request along with receipt of requisite fees payment | NGN 24,000,000 per well | 14 | No limitations except where multiple reports are received at the same time | <a href="https://www.nuprc.gov.ng/gazetted-regulations/">www.nuprc.gov.ng,<br/>https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| 43 | Processing fee for Waiver request to conduct One-season EMP for Onshore facilities (this is applicable where operator intends to produce an EMP with one season data only for onshore assets)                                            | Operators | Submit a Waiver request along with receipt of requisite fees payment | NGN 12,000,000 per well | 14 | N/A                                                                        | <a href="https://www.nuprc.gov.ng/gazetted-regulations/">www.nuprc.gov.ng,<br/>https://www.nuprc.gov.ng/gazetted-regulations/</a> |

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| <b>44</b> | Processing fee for Approval of application for One-season EMP study                                           | Operators         | Submit a Waiver request along with receipt of requisite fees payment<br>1. Submit a request along with receipt of requisite fees payment<br>2. Technical Presentation<br>3. Obtain Commission's acceptance of methodology/technology<br>4. Obtain Site Suitability Inspection Approval<br>5. Provide EIA Approval (where applicable)<br>6. Co-ordinate Pre-shipment Inspection (where applicable) | NGN 15,000,000        | 14  | N/A                                                                                                                                      | <a href="https://www.nuprc.gov.ng/gaz/regulated-regulations/">www.nuprc.gov.ng,<br/>https://www.nuprc.gov.ng/gaz/regulated-regulations/</a> |
| <b>45</b> | Issuance of Permit to Operate (PTO) waste management facilities or Permit to Provide waste management service | Service Providers | 1. Submission of Quarterly reports/documents as required<br>2. Satisfactory Outcome of Audit exercise                                                                                                                                                                                                                                                                                             | 1,000,000NGN          | 180 | 1. Availability of date for presentation due to number of applications at the time (schedule is done on a first come first served basis) | <a href="https://www.nuprc.gov.ng/gaz/regulated-regulations/">www.nuprc.gov.ng,<br/>https://www.nuprc.gov.ng/gaz/regulated-regulations/</a> |
| <b>46</b> | Renewal of Permit-to Operate for Waste Management facility                                                    | Service Providers | 1. Submission of Quarterly reports/documents as required<br>2. Satisfactory Outcome of Audit exercise                                                                                                                                                                                                                                                                                             | 500,000NGN            | 14  | N/A                                                                                                                                      | <a href="https://www.nuprc.gov.ng/gaz/regulated-regulations/">www.nuprc.gov.ng,<br/>https://www.nuprc.gov.ng/gaz/regulated-regulations/</a> |
| <b>47</b> | Issuance of Effluence Waste Discharge Permit                                                                  | Operators         | 1. Submission of Quarterly reports/documents as required in Permit-to-Operate<br>2. Satisfactory Outcome of Audit exercise                                                                                                                                                                                                                                                                        | 1,000,000NGN per Well | 14  | Late submission of quarterly submissions and waste consignment notes/manifests                                                           | <a href="https://www.nuprc.gov.ng/gaz/regulated-regulations/">www.nuprc.gov.ng,<br/>https://www.nuprc.gov.ng/gaz/regulated-regulations/</a> |
| <b>48</b> | Renewal of Effluent Waste Discharge Permit                                                                    | Operators         | Submit application documents for revalidation of permit (Application must include Application Form, Payment Receipt and other requirements as contained in checklist on NUPRC website).                                                                                                                                                                                                           | 650,000NGN per Well   | 14  | Delays with incomplete submission.                                                                                                       | <a href="https://www.nuprc.gov.ng/gaz/regulated-regulations/">www.nuprc.gov.ng,<br/>https://www.nuprc.gov.ng/gaz/regulated-regulations/</a> |

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| <b>49</b> | Issuance of Point Source Registration Permit for E&P                                                                                                           | Operators         | Submit application documents for revalidation of permit (Application must include valid RSP, Valid EMP approval, payment Receipt)<br>1. Submit application documents for revalidation of permit (Application must include Receipt and other requirements as contained in checklist on NUPRC website)<br>2. Satisfactory outcome of Groundtruthing exercise (where applicable) | 1,000,000NGN per facility | 14 | Delays with incomplete submission.                                                                                                                   | <a href="https://www.nuprc.gov.ng/gazetted-regulations/">www.nuprc.gov.ng,<br/>https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| <b>50</b> | Renewal of Point Sources Registration Permit for E&P                                                                                                           | Operators         |                                                                                                                                                                                                                                                                                                                                                                               | 500,000NGN per facility   | 14 | Delays with incomplete submission.                                                                                                                   | <a href="https://www.nuprc.gov.ng/gazetted-regulations/">www.nuprc.gov.ng,<br/>https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| <b>51</b> | Issuance of Point Source Registration Permit for Waste Management Facilities                                                                                   | Service Providers | Submit application documents for revalidation of permit (Application must include valid RSP, Valid EMP approval, payment Receipt)<br>1. Submit application documents for revalidation of permit (Application must include Receipt and other requirements as contained in checklist on NUPRC website)<br>2. Satisfactory outcome of Groundtruthing exercise (where applicable) | 900,000NGN                | 14 | Delays with incomplete submission.                                                                                                                   | <a href="https://www.nuprc.gov.ng/gazetted-regulations/">www.nuprc.gov.ng,<br/>https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| <b>52</b> | Renewal of Point Sources Registration Permit for Waste Management Facilities                                                                                   | Operators         |                                                                                                                                                                                                                                                                                                                                                                               | 450,000NGN                | 14 | Delays with incomplete submission.                                                                                                                   | <a href="https://www.nuprc.gov.ng/gazetted-regulations/">www.nuprc.gov.ng,<br/>https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| <b>53</b> | Issuance of Terms of Reference/Scope of Work (ToR/SoW) for Environmental Studies (EIA, EES, PIA, EBS, etc.) Approval for Oil field Waste Management facilities | Service Providers | Submission of satisfactory SoW and ToR for the (EIA, EES, PIA, EBS, etc.) Report along with receipt of requisite fees payment                                                                                                                                                                                                                                                 | 675,000NGN                | 10 | 1. Submission of unsatisfactory work scope that need to be updated in line with the Commission's expectation prior to approval.<br>2. Staff strength | <a href="https://www.nuprc.gov.ng/gazetted-regulations/">www.nuprc.gov.ng,<br/>https://www.nuprc.gov.ng/gazetted-regulations/</a> |

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| <b>54</b> | Issuance of Draft Environmental Management Plan (EMP) Report Approval for Oilfield Waste Management facilities                                                               | Operators / Service providers | Submit an EMP report along with receipt of requisite fees payment                                  | 1,800,000NGN  | 14 | Delays with incomplete submission.                                                                                                                   | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| <b>55</b> | Issuance of Environmental Management Plan (EMP) Report Approval for Oilfield Waste Management facilities                                                                     | Operators / Service providers | Submit an EMP report along with receipt of requisite fees payment                                  | 900,000NGN    | 14 | N/A                                                                                                                                                  | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| <b>56</b> | Review of Draft Environmental Evaluation Study (EES)/ Post Impact Assessment Report Oilfield Waste Management facilities                                                     | Operators / Service providers | Submit an EES report along with receipt of requisite fees payment                                  | 1,350,000NGN  | 14 | 1. Submission of unsatisfactory work scope that need to be updated in line with the Commission's expectation prior to approval.<br>2. Staff strength | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| <b>57</b> | Issuance of Approval To Construct (ATC) for Oilfield Waste Management facilities                                                                                             | Operators / Service providers | Submission of detailed Engineering Drawings, valid EIA approval (where applicable) and IGR payment | 2,000,000NGN  | 7  | N/A                                                                                                                                                  | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| <b>58</b> | Processing fee for Approval of application for one-season EMP study(Waiver fee to commence activities other than drilling, e.g pipeline construction, before completing EMP) | Service providers             | Submit a Waiver request along with receipt of requisite fees payment                               | 15,000,000NGN | 14 | No limitations except where multiple reports are received at the same time                                                                           | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |

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| <b>59</b> | Issuance of Approval to incorporate proposed Host Communities' Development Trust         | Settlers                                                      | Submit an EMP report along with receipt of requisite fees payment                                                                                                                                                                                                                                                                        | N/A | 14 | No limitations except where multiple reports are received at the same time.                                                                                                                                            | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| <b>60</b> | Issuance of Approval /Acceptance of Community Development Plan (CDP) submission          | Settlers                                                      | <ol style="list-style-type: none"> <li>1. Submit/upload HCDT documents/data on Commission's HCDT Data collection Website</li> <li>2. Ensure BOT nominees, HCDT Constitution are in line with provisions of the Petroleum Industry Act (PIA), 2021.</li> <li>3. Ensure all Host Communities are represented in proposed HCDTs.</li> </ol> | N/A | 5  | <p>Incomplete submissions are a limiting factor to the time standard.</p> <p>Reviewer relies on information provided by the Settler, and may not know all the communities within the cluster of a particular HCDT.</p> | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| <b>61</b> | Issuance of Approval to manage reserve funds for HCDTs                                   | Service Providers                                             | <ol style="list-style-type: none"> <li>1. Prepare and submit CDP for Host Communities in line with provisions of the PIA, 2021</li> <li>2. Make presentation of plan to Commission where applicable</li> </ol>                                                                                                                           | N/A | 14 | N/A                                                                                                                                                                                                                    | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| <b>62</b> | Issuance of Accreditation Letter to 3 <sup>rd</sup> party Project Management Consultants | Project Consultants for Host Communities Development Projects | <ol style="list-style-type: none"> <li>1. Obtain requisite OGISP</li> <li>2. Submit application request to the Commission</li> <li>3. Make presentation on intended service and satisfy minimum requirements as specified by the Commission</li> </ol>                                                                                   | N/A | 5  | Delays with receiving feedback on screening requirements from Service Providers.                                                                                                                                       | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |



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| 63 | Re-accreditation of 3 <sup>rd</sup> party Project Management Consultants | Project Consultants for Host Communities Development Projects | 1. Obtain requisite OGISP<br>2. Submit application request to the Commission<br>3. Make presentation on intended service and satisfy minimum requirements as specified by the Commission | N/A | 14 | N/A | www.nuprc.gov.ng,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
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| <b>64</b> | Processing fee for Offshore Safety Registration Permit (OSP)          | Operators/ Oil Service Companies | <p>1. Submit Application to the Commission via NUPRC's website or OSP Carrier West Atlantic Energy Limited (WAEI)</p> <p>2. Obtain a relevant BOSIET from Commission's Accredited Safety Training Centre</p> <p>3. Obtain Medical Certificate of Fitness from Govt Hospitals or accredited hospitals</p> <p>4. Biometric Capture at OSP Embarkation points or WAEI offices</p> | 1,350,000NGN | 14 | N/A | osp.nuprc.gov.ng |
| <b>65</b> | Processing fee for Offshore Safety Registration Permit Annual Renewal | Operators/ Oil Service Companies | <p>1. Submit Application to the Commission via NUPRC's website or OSP Carrier West Atlantic Energy Limited (WAEI)</p> <p>2. Obtain a relevant BOSIET from Commission's Accredited Safety Training Centre</p> <p>3. Obtain Medical Certificate of Fitness from Govt Hospitals or accredited hospitals</p> <p>4. Biometric Capture at OSP Embarkation points or WAEI offices</p> | 350,000NGN   | 14 | N/A | osp.nuprc.gov.ng |

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| 66 | Processing fee for Offshore Safety Registration Permit Replacement | Operators/ Oil Service Companies | <p>1. Submit Application to the Commission via NUPRC's website or OSP Carrier West Atlantic Energy Limited (WAEI)</p> <p>2. Present a relevant BOSIET from Commission's Accredited Safety Training Centre</p> <p>3. Present Medical Certificate of Fitness from Govt Hospitals or accredited hospitals</p> <p>4. Biometric Capture at OSP Embarkation points or WAEI offices</p> | 100,000NGN | 14 | N/A | osp.nuprc.gov.ng                                                                                                                                                        |
| 67 | Processing fee for Offshore Safety Registration Permit (One time)  | Operators/ Oil Service Companies | <p>1. Submit Application to the Commission via NUPRC's website or OSP Carrier West Atlantic Energy Limited (WAEI)</p> <p>2. Biometric Capture at OSP Embarkation points or WAEI offices</p>                                                                                                                                                                                      | 500,000NGN | 14 | N/A | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |

# 05

## EXPLORATION AND ACREAGE MANAGEMENT SERVICE CHARTER



**NIGERIAN UPSTREAM PETROLEUM  
REGULATORY COMMISSION**

**NIGERIAN UPSTREAM PETROLEUM REGULATORY COMMISSION SERVICE CHARTER AND LINK  
EXPLORATION AND ACREAGE MANAGEMENT**

| S/No | Service                                                         | Customer                                   | Customer Obligation(s)                                                                                                                 | Service Standard(s)                    |                              | Existing Limitations                                                                                                                                                                                                | Website link/Email for further information of service requirements                                                                                                      |
|------|-----------------------------------------------------------------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      |                                                                 |                                            |                                                                                                                                        | Cost Standard                          | Time Standard (Working Days) |                                                                                                                                                                                                                     |                                                                                                                                                                         |
| 1    | Issuance of permit for geophysical data acquisition             | Exploration and Production (E&P) Companies | Submit an application for geophysical data acquisition in accordance with guidelines on NUPRC's website. Pay processing fee            | Processing fee of N1,350,000 per block | 21                           | Non payment of statutory processing fee. Incomplete submissions of primary data.<br><br>Non inclusion of Introductory letter from Operator of Block for JVs. Contractor showing registration and OGSP permits valid | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| 2    | Issuance of permit for geophysical data processing/reprocessing | Exploration and Production (E&P) Companies | Submit an application for geophysical data processing/reprocessing in accordance with guideline on NUPRC's website. Pay processing fee | Processing fee of N1,350,000 per block | 21                           | Non payment of statutory processing fee. * Incomplete submissions of primary data. Contractor showing registration and OGSP permits valid.                                                                          | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |

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| 3 | Issuance of permit for geotechnical surveys                      | Exploration and Production (E&P) Companies | Submit an application for permit to conduct geotechnical survey in accordance with guidelines on NUPRC's website. Pay processing fee | Processing fee of N1,350,000 | 21 | Non payment of statutory processing fee.<br>* Incomplete submissions of primary data.<br>Contractor showing registration and OGISP permits valid.<br><br>Non-submission of permit from adjacent blocks.<br>Non-submission of registration from contractor | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| 4 | Issuance of permit for geotechnical/geot technical data analysis | Exploration and Production (E&P) Companies | Submit an application for geotechnical data processing in accordance with guideline on NUPRC's website. Pay processing fee           | Processing fee of N1,350,000 | 21 | same as (3) above                                                                                                                                                                                                                                         | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| 5 | Issuance of approval to acquire conventional core sample         | Exploration and Production (E&P) Companies | application to acquire conventional core sample in                                                                                   | Processing fee of N1,350,000 | 21 | same as (3) above                                                                                                                                                                                                                                         | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
|   | Issuance of approval to                                          | Exploration and                            | Submit an application to acquire sidewall                                                                                            |                              | 21 |                                                                                                                                                                                                                                                           |                                                                                                                                                                         |

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| 6 | acquire sidewall core sample                            | Production (E&P) Companies                 | core sample in accordance with guidelines on NUPRC's website. Pay processing fee | Processing fee of N1,350,000 | 21 | N/A               | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a>                                                                                                                                                  |
| 7 | Issuance of permit for in- country core sample analysis | Exploration and Production (E&P) Companies | application for in-country core sample analysis in accordance                    | Processing fee of N1,350,000 | 21 | same as (3) above | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-gov.ng/gazetted-regulations/</a> |

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| 8  | Issuance of approval for routine core analysis | Exploration and Production (E&P) Companies | Submit an application to carry out routine core analysis in accordance with guidelines on NUPRC's website. Pay processing fee | Processing fee of N1,350,000 per sample | 21 | same as (3) above | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| 9  | Issuance of approval for special core analysis | Exploration and Production (E&P) Companies | Submit an application to carry out special core analysis in                                                                   | Processing fee of N1,350,000 per sample | 21 | same as (3) above | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| 10 | Issuance of permit to export geologic sample   | Exploration and Production (E&P) Companies | Submit an application to export geologic sample in accordance with guidelines on NUPRC's website. Pay processing fee          | Processing fee of N1,350,000 per sample | 21 | same as (3) above | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a>                                                                                                                  |



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| 11 | Issuance of permit to export geophysical/geotechnical data (per survey and per block) | Exploration and Production (E&P) Companies | Submit an application to export geophysical/geotechnical data in accordance with guidelines on NUPRC's website. Pay processing fee | Processing fee of N1,350,000 | 21 | same as (3) above | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| 12 | Provision of research data for students                                               | Exploration and Production (E&P) Companies | Submission of research data request by Student's institution. Submission of Students application and copy of Identity card         | Nil                          | 21 | same as (3) above | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a>                                                                                                                  |

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| 13 | Issuance of permit for registration and well naming & renaming                    | Exploration and Production (E&P) Companies | Submit an application for registration. Pay processing fee                                                      | Processing fee of N1,350,000 | 21                | Non-payment of registration statutory processing. Field name proposed not in conformity                                                                                                                                                                                           | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a>                                                                                                                  |
| 14 | Issuance of approval for the drilling of Exploration, 1st and 2nd Appraisal Wells | Exploration and Production (E&P) Companies | Submission of application to drill in accordance with guidelines on the NUPRC website. Payment of statutory fee | N5,250,000 statutory fee     | Within twenty-one | Non-payment for statutory processing fee. Non inclusion of Introductory letter from Operator of Block for JVs. Non-provision of primary data. Non- submission of Valid Effluent Waste Discharge Permit (EWDP). Non- presentation of the drilling proposal to the Exploration Team | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a>                                                                                                                  |
| 15 | Issuance of approval for well plug back for exploratory wells                     | Exploration & Production Companies         | Submission of application to plug back well in accordance with guidelines. Payment of statutory fee             | N1,350,000 statutory fee     | 21                | Non-payment for statutory processing fee. Non-inclusion of Introductory letter from Operator of Block for JVs. Non- provision of sidetrack target and well trajectory design. Non submission of cost                                                                              | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a>                                                                                                                  |
| 16 | Issuance of approval to plug & sidetrack/redrill exploratory wells                | Exploration & Production Companies         | Submission of application to sidetrack/redrill well in accordance with guidelines. Payment of statutory fee     | N5,250,000 statutory fee     | 21                | Non-payment for statutory processing fee. Non-inclusion of Introductory letter from Operator of Block for JVs. Non- provision of cementing programme for plugback. Non submission of cost                                                                                         | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |

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|    |                                                                     |                                    |                                                                                                   |            |    |                                                                                                                                                 | Non-payment for statutory processing fee.                                                                                                                               |  |  |
| 17 | Issuance of approval for the plug & suspension of exploratory wells | Exploration & Production Companies | Submission of application to suspend well in accordance with guidelines. Payment of statutory fee | N1,350,000 | 21 | Non-inclusion of Introductory letter from Operator of Block for JVs. Non- provision of cementing programme for plugback. Non submission of cost | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |  |  |

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| 18 | Issuance of approval for the plug & abandonment of wells | Exploration & Production Companies         | Submission of application to abandon well in accordance with guidelines. Payment of statutory fee            | N1,350,000 statutory fee | 21 | Non-payment for statutory processing fee.<br>Non submission of abandonment programme.<br><br>Non-inclusion of Introductory letter from Operator of Block for JVs.<br>Lack of payment of statutory processing fee.<br>Non-justification of for well change of target. | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| 19 | Issuance of approval to change well target               | Exploration & Production Companies         | Submission of application to change well target in accordance with guidelines. Payment of statutory fee      | N5,250,000 statutory fee | 21 | Non-inclusion of introductory letter from operator of Block for JVs.<br>Lack of payment of statutory processing fee.<br>Non-justification of for well deepening.                                                                                                     | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| 20 | Issuance of approval to deepen exploratory wells         | Exploration & Production Companies         | Submission of application to deepen exploratory well in accordance with guidelines. Payment of statutory fee | N5,250,000 statutory fee | 21 | Non-inclusion of introductory letter from operator of Block for JVs.                                                                                                                                                                                                 | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| 21 | Issuance of approval to resume drilling operations       | Exploration and Production (E&P) Companies | application to resume drilling operations in accordance                                                      | N5,250,000 statutory fee | 21 | Lack of payment of statutory processing fee.                                                                                                                                                                                                                         | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |

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|----|--------------------------------------------------------------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|----|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 22 | Revalidation of expired data acquisition, processing permits | Exploration and Production (E&P) Companies | Submission of application to revalidate expired permit in accordance with guidelines on the NUPRC website.<br>Payment of statutory fee | N1,350,000<br>statutory fee | 21 | Lack of payment of statutory processing fee. | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
|----|--------------------------------------------------------------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|----|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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|----|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|----|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 23 | Revalidation of expired drilling permits (after 6 months)                                                                   | Exploration and Production (E&P) Companies | Submission of application to revalidate expired permit in accordance with the guidelines on the NUPRC website. Payment of the statutory fee | N5,250,000<br>statutory fee                                                                                                                            | 21 | Lack of payment of statutory processing fee.<br>* Difficulty in securing early time for due diligence and meetings | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| 24 | Issuance of Petroleum Exploration Licence                                                                                   | Multi-client Geophysical companies         | Application in line with the requirements of PIA                                                                                            | Application Fee: N10,500<br><br><b>Annual renewal fee:</b> \$5,250<br><b>Processing fee:</b> N5,250,000<br><b>Rent:</b> \$1,000 plus \$0.1 per hectare | 90 |                                                                                                                    | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| 25 | Renewal of Petroleum Exploration Licence                                                                                    | Multi-client Geophysical companies         | Application in line with the requirements of PIA                                                                                            |                                                                                                                                                        | 90 | * Difficulty in securing early time for technical and meetings                                                     | <a href="http://www.nuprc.gov.ng/licenses">www.nuprc.gov.ng/licenses</a>                                                                                                |
|    | Application and issuance of license after Conversion of Petroleum Prospecting Licence (PPL) to Petroleum Mining Lease (PML) |                                            | Submission of application in line with guidelines for obtaining Ministerial approval on                                                     |                                                                                                                                                        |    | - Incomplete submissions<br>- Difficulty in securing early                                                         |                                                                                                                                                                         |

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|----|---------------------------------------------------------------|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 26 |                                                               | Exploration and Production (E&P) Companies | conversion of PPL to PML, Payment of statutory application fee                                                                                         | \$1,000,000                                                        | 90 | window for technical, legal review workshop                                                                                                                         | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| 27 | Assignment of interests in License/Lease and Marginal Fields. | Exploration and Production (E&P) Companies | Submission of application in line with guidelines for obtaining Ministerial approval on Assignment of Interest<br>Payment of statutory application fee | Lease: \$25,000<br><br>License:\$10,000<br>Marginal Field: \$5,000 | 90 | * Nonpayment of Application fee<br>* Incomplete submissions<br>* securing early window for technical, legal review workshop<br>* Indefinite response time from HMPR | <a href="http://www.nuprc.gov.ng/licenses">www.nuprc.gov.ng/licenses</a>                                                                                                |

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|----|-----------------------------------------------------------------------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| 28 | Renewal of Petroleum Mining Lease (PML)                                           | Exploration and Production (E&P) Companies | Submission of application in line with guidelines for obtaining Ministerial approval on Interest<br>Payment of statutory application fee | Application Fee: \$2,100,000            | 90 | <ul style="list-style-type: none"> <li>* Non payment of Application fee</li> <li>* Incomplete submissions</li> <li>securing early window for technical,</li> <li>legal review workshop</li> <li>* Indefinite response time from HMPR</li> </ul> | www.nuprc.gov.ng, https://www.nuprc.gov.ng/gazetted-regulations/                            |
| 29 | Issuance of approval to terminate or effect a partial surrender of a PPL or a PML | Exploration and Production (E&P) Companies | Submission of application in line with guidelines for obtaining Ministerial approval on Interest                                         | <b>Statutory fee:</b><br>N625,000       | 22 | <ul style="list-style-type: none"> <li>* Nonpayment of Application fee</li> <li>* Incomplete submissions</li> <li>* Indefinite response time from HMPR</li> </ul>                                                                               | www.nuprc.gov.ng/licenses, www.nuprc.gov.ng, https://www.nuprc.gov.ng/gazetted-regulations/ |
| 30 | Due Diligence on Licenses and Leases                                              | Legal Firms and Investors                  | Submission of application for the conduct of due diligence                                                                               | <b>Processing fee:</b><br>N5,250,000.00 | 7  | <ul style="list-style-type: none"> <li>* Nonpayment of Application fee</li> <li>* Non-inclusion of Introductory letter from Operator of Block</li> </ul>                                                                                        | www.nuprc.gov.ng, https://www.nuprc.gov.ng/gazetted-regulations/                            |
|    |                                                                                   |                                            | Submission of application in line with guidelines for                                                                                    | <b>Statutory fee:</b><br>N50,000.00     |    | <ul style="list-style-type: none"> <li>Non payment of Application fee</li> <li>* Non submission of primary data.</li> <li>Lack of data reliability</li> </ul>                                                                                   |                                                                                             |



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|----|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------------------------------------------------------------|------------------------|----|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 31 | Hydrocarbon Discovery and Press Release Approval                                                                                                 | Exploration and Production (E&P) Companies | obtaining Ministerial approval on Assignment of Interest<br>Payment of statutory application fee |                        | 7  | during inclusion of Introductory letter from Operator of Block for JVs | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| 32 | Compilation of well surface coordinates of all drilled crude oil and gas wells for onward transmission to the National Boundary Commission (NBC) | National Boundary Commission               | Submission of a letter of request                                                                | N/A                    | 7  | N/A                                                                    | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| 33 | Compilation of Crude oil and gas production data for onward transmission to the Revenue Mobilization & Fiscal Commission (RMAFC)                 | Revenue Mobilization & Fiscal Commission   | Directive from State House Abuja since 2010                                                      | NA                     | 30 | N/A                                                                    | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| 34 | Extension of tenure for Petroleum Prospecting Licence (OPL)                                                                                      | Exploration and Production (E&P) Companies | 1. Submission of Application for Extension of License                                            | 25% of Signature Bonus | 90 | N/A                                                                    | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |

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|----|-------------------------------------------------------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 35 | Issuance of Boundary Extension                                                            | E&P companies                              | 1. Submission of Application for boundary extension with supporting documents                                         | NA                                                                                                                                           | 90 | - Difficulty in securing an early window for the technical justification and review workshop                                                                                                            | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |
| 36 | Issuance of License To Operate (LTO) geophysical & geotechnical survey vessel & vibroseis | Exploration and Production (E&P) Companies | Submit an application for vessel license in accordance with the guidelines on the NUPRC's website. Pay processing fee | Processing fee for pre-shipment inspection N5,250,000.00.<br><br>Permit or license fee to operate \$5,250.<br><br>Annual renewal fee \$5,250 | 21 | Incomplete submissions of supporting data.<br>Non inclusion of application letter from contractors or operator of the vessel/vibroseis.<br><br>Contractor showing registration and valid OGISP permits. | <a href="http://www.nuprc.gov.ng">www.nuprc.gov.ng</a> ,<br><a href="https://www.nuprc.gov.ng/gazetted-regulations/">https://www.nuprc.gov.ng/gazetted-regulations/</a> |

# 06

CELAPS SERVICE CHARTER



**NIGERIAN UPSTREAM PETROLEUM  
REGULATORY COMMISSION**



# **NIGERIAN UPSTREAM PETROLEUM REGULATORY COMMISSION SERVICE CHARTER AND LINK**

## **CELAPS SERVICE CHARTER**

| S/N | Nature of Service                                                                        | Customer                                             | Customer Obligation                                | Service Standard                   |                              | Existing Limitations                                  | Website link/Email for further information of service                                                                                                                                                                                            |
|-----|------------------------------------------------------------------------------------------|------------------------------------------------------|----------------------------------------------------|------------------------------------|------------------------------|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                                                                          |                                                      |                                                    | Cost Standard                      | Time Standard (Working Days) |                                                       |                                                                                                                                                                                                                                                  |
| 1   | Issuance of the Oil and Gas Industry Service Permit (OGISP)                              | Oil and Gas Industry Service Providers and Operators | 1) Initiate application                            | 1. General Category – N6,750.00    | 3                            | Service Portal Downtime and Non-functional work tools | <a href="http://www.ogisp.nuprc.gov.ng">www.ogisp.nuprc.gov.ng</a><br><a href="http://www.nuprc.gov.ng">http://www.nuprc.gov.ng</a><br><a href="http://www.nuprc.gov.ng/gazetted-regulations/">http://www.nuprc.gov.ng/gazetted-regulations/</a> |
|     |                                                                                          |                                                      | 2. Upload basic and additional documents           | 2. Major Category - N33,750.00     |                              |                                                       |                                                                                                                                                                                                                                                  |
|     |                                                                                          |                                                      | 3. Make payment for services                       | 3. Specialized Category- N320, 000 |                              |                                                       |                                                                                                                                                                                                                                                  |
| 2   | Response to EMS (enquiries sent to us by SERVICOM) and CELAPS mail (celaps@nuprc.gov.ng) | Oil and Gas Industry Service Providers and Operators | 1. Send Enquiry as a mail.<br>2. Wait for response | N/A                                | 1                            | None                                                  | ems.nuprc.gov.ng                                                                                                                                                                                                                                 |