



NNPC RETAIL LIMITED

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

Scope of Guidelines

- ✦ New BPA application
- ✦ BPA Renewal application

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INTRODUCTION

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

LEGAL FRAMEWORK

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

GENERAL INFORMATION

1. Effective March 1, 2019 all BPA issued pursuant to these guidelines shall expire on the anniversary of the date of issue.
2. NNPC Retail Limited does not encourage the use of touts, and will not indemnify any company or person against any loss arising there from.

3. Forged and/or fake documents renders an application void and statutory fees paid will be forfeited (company to be blacklisted).
4. Applications are received throughout the year: for enquiries, please visit NNPC Retail Limited website (retail.nnpcgroup.com) or call + call +2349091000086, +2348155005000, or email nnpccontact@nnpcgroup.com, or live chat on the portal.
5. All applications in the major and specialized categories may be subject to further evaluation. Such applications may take longer to process.
6. Successful accreditation/approval issued for intended waste management services, restoration services, laboratory services and safety training providers shall precede the issuance of a permit (this may include presentation, inspections, relevant environmental studies and pilot trial)
7. Tax clearance certificates uploaded in applications during the preceding permit year remain valid and acceptable for permits renewal purposes until 30th April of the new permit year (this is in line with the federal tax laws).
8. Nigeria Social Insurance Trust Fund (NSITF) payment registration uploaded in applications during the preceding permit year remain valid and acceptable for permits renewal purposes until 28th February of the new permit year.
9. Companies registered as enterprises can apply for and be issued major category permit only in certain areas of Consultancy e.g. Legal, Architecture, Quantity. Surveying, Estate/ property mgt. etc. they will not be accepted for special category permits (refer to exemptions to the general rule: enterprises are allowed to offer technical consultancy as in section 56 of the companies' act)
10. Personal income tax clearance of directors for companies registered as enterprises are acceptable; only federal Inland Revenue Services (FIRS) Tax certificates (WHT) are acceptable for limited liability companies.
11. Applications of service companies/providers that had failed to renew their permits for more than three (3) consecutive years will be treated as new.
12. This guideline is subject to review without notice at the discretion of the MD NNPC Retail Limited.
13. Payments are valid for a period of twelve (12) calendar months effective from the date paid on the Remita platform.

APPLICATION REQUIREMENTS

All applications are to be completed online on retail.nnpcgroup.com

- † **Online Application** – It must be duly completed. Applicants must ensure to provide correct and functional addresses, telephone numbers and e-mail at the time of submission. **Any subsequent change must be promptly communicated to:**
The MD, NNPC Retail Limited,
Plot 2646, Off Yakubu Gowon Crescent,
Asokoro,
Abuja, Nigeria.

† **Documents** – All required documents should be clearly scanned and uploaded to the portal in PDF or JPEG format (documents shall not exceed 4MB) Uploading of zipped documents not allowed.

- Certificate of incorporation (CAC)/Registered Business name
- 3 years current tax clearance certificate
- DPR certificate (where applicable)
- VAT Certificate (where applicable)
- Reference letter from your bank
- PENCOM certificate (where applicable)
- Current ITF Registration certificate (where applicable)

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

Policy – This should reflect the nature of the job i.e. should be operations/job specific.

INSPECTIONS

The NNPC Retail Limited would conduct inspection/assessment of the facilities for all new applicants under the major and specialized categories, prior to a consideration for the issuance of BPA. Inspections would also be conducted on companies whose BPA had not been renewed for more than three (3) years preceding an application. All applications under Major and Specialized categories will be subjected to further evaluation by relevant Divisions/Units in the NNPC Retail Limited; and assessed for their professional competencies and capabilities. It may be necessary to inspect existing companies/businesses that have applied for renewals from time to time. Companies must have physical presence in Nigeria. Inspections are without notice and without prejudice to existing permits and/or approvals.

PROCESSING FEES

All statutory fees remain unchanged as highlighted hereunder:

S/N	CATEGORY	NEW (NGN)	RENEWAL (NGN)	ADDITIONAL OUTLET (NGN)	BPA VALIDITY PERIOD (YRS)
1	Special Product Marketers	300,000	150,000	N/A	2

MODE OF PAYMENT

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

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

HOW TO APPLY

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

Step 1: Log on to: retail.nnpcgroup.com

Step 2: Create your company account

Step 3: Complete the online application form

Step 4: Attach all applicable documents

Step 5: Submit your application

Step 6: Verification and confirmation of documents provided

Step 7: Make payment

Step 8: Issuance of BPA Certificate to qualified contractors, vendors and suppliers (by NNPC Retail Limited)

PROCESSING OF APPLICATIONS

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

DOCUMENT VERIFICATION AND PENALTIES

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

USE OF REPRESENTATIVES

NNPC Retail Limited will not deal with unauthorized representatives of applicant