



Nigerian Sao Tome & Principe  
Joint Development Authority



# Guidelines For Accreditation

as

Oil And Gas Industry Service Companies-  
Specialised/General Purpose

# GUIDELINES FOR ACCREDITATION

## *as* OIL AND GAS INDUSTRY SERVICE COMPANIES CATEGORY A (MAJOR CATEGORIES)

This guideline is prepared pursuant to the provisions of Petroleum Regulations 2003 for the Joint Development Zone. JDA, as a regulatory body would register/accredit companies in the following categories as enumerated below.



### **COMPANIES RENDERING THE FOLLOWING SERVICES ARE CONSIDERED TO BE IN CATEGORY A:**

#### **CLASSIFICATION**

(a) Exploration Services -

Exploration Data gathering and acquisition, Topographic and geodetic surveys, supply of seismic materials and explosives, etc;

(b) Drilling Services -

Drilling Rig supply and operation, drilling mud chemicals and materials supply, directional drilling and other drilling support services, water borehole drilling and water treatment, etc;

(c) Construction Services -

Civil, Structural and Road Construction, Metal Fabrication, Mechanical, Electrical, Construction of Marine Vessels, Onshore and Offshore production and export facility construction and installation, etc;

(d) Pipeline/Production Services -

Pipeline and Production Facility Operation and maintenance e.g. non-destructive testing, cathodic protection, pipe pigging and inspection services;

(e) Equipment Supply Services -

Supply and maintenance of specialised oil field equipment and devices of all types including Data Storage Systems and Communications Equipment;





(f) Consultancy Services -

Engineering, Management, Environmental, Exploration, Architectural, Drilling and Technical Consultancy, Petroleum Operations Data Analysis and Interpretation, Computer applications, Legal or Insurance matters, Training/Manpower Development, Community Relations, Manpower Supply from Nigeria and Sao Tome & Principe.

Note: Manpower supply must be qualified as "State Parties Manpower Supply"

(g) Laboratory Services -

Specimen sample examination and analysis in general, core and petroleum product samples, effluent, wastewater analysis, toxicity testing and medical laboratories;

(h) Marine or Special Transportation Services -

Rig move and deployment logistics, Marine vessels Supply and Operation and Offshore Operation supports including Air Transportation, Road Haulage, Petroleum Products Supply etc;

(i) Marine Surveys and Cargo Superintendence Services -

Bulk petroleum quantity and quality measurement and certification, marine facility inspection and quality assurance;

(j) Pressure Testing Services -

Surface and underground oil and gas storage tank leak detection and integrity assurance;

(k) Calibration Services -

Calibration of Petroleum Storage Tanks, Oil and Gas Measurement devices and all other basic data measurement equipment;

(l) Diving Services -

Underwater inspection, ROV Services and all hyperbaric activities and associated services;

(m) Dredging Services -

Hydraulic water channel maintenance, shore consolidation, land reclamation, Etc.





Any Oil Industry Service Company that falls in this category is required to satisfy the following minimum requirements, all of which are applicable to both the initial grant of the permit and subsequent renewals:

- a) Complete the prescribed application form F1A and form F2A, which are both obtainable from the Nigerian-Sao Tome & Principe JDA, stating clearly the specific areas of services to be rendered, in paragraph 4 of the application form and the category of classification in accordance with the list in 1(a)-(m) above;
- b) Give proof or show evidence of expertise and technical know-how in the specialized area of activities of Oil Industry where its services will be required. To this end, it is desirable that a profile of jobs previously handled or being handled by the applicant be supplied, coupled with a list of equipment at the Company's disposal stating clearly their types and technical specification. In addition, the curriculum vitae and experience of the Company's key professional staff should be furnished;
- c) Submit the Company's Tax Clearance (TCC) in the case of Limited Liability Company or the Tax Clearance Certificate of one of the Directors in the case of a Sole Proprietorship/partnership business firm;
- d) Submit an accident status report for the preceding year;
- e) Attach a photocopy of the Company's expiring permit to operate as an Oil Industry Service Company (for a permit renewal), and attach photocopy of the Company's registration of business names in either Nigeria or Sao Tome & Principe.
- f) Submit a comprehensive list of its staff indicating their names, designation and nationalities. In addition, this has to be complemented with a progress report on the level of the Company's manpower indigenisation programme during the preceding year of its operations and the training programme for the New Year;
- g) Submit returns on the expatriate staff in the employment of the Company, which should be backed with current quota approvals of the Federal Ministry of Internal Affairs of Nigeria or Sao Tome & Principe for such positions;
- h) Pay the prescribed amount of initial application or renewal fee as per paragraph 4.
- i) An application for the renewal of a permit should be accompanied by a brief write-up on the activities of the company in the preceding year;
- j) Supply any other information that may help in the evaluation of the application.



- (a) For registration/renewal of permits of Oil Industry Services Companies that engage in Calibration, Pressure Testing, Marine Surveys and Cargo Superintendence, Construction, Drilling Services, Production and Pipeline, Laboratory, Environmental Dredging and Diving Services, it is imperative that their facilities be inspected and, expertise verified before accrediting them. Also, the certification of all standard measures used for Calibration services shall be verified. Confirmatory inspection of facilities to be used for other services listed above shall be carried out as deemed necessary.

**Companies must also have in place Safety Chart detailing their LTI etc., HSE Policy and Community development programme/social projects**

(b) Consultancy Services -

For the companies engaged in Consultancy Services, both the company and the key relevant professional staff should provide the appropriate and mandatory certified papers, before practicing in either Nigeria or Sao Tome & Principe or elsewhere as applicable:

- (i) Engineering Accreditation by and/or membership of the Council of Registered Engineers of Nigeria (COREN) in the relevant field or the appropriate body in STP.
- (ii) Architecture Accreditation by and/or membership of Architects Registration Council of Nigeria (ARCON) or equivalent in STP.
- (iii) Land/Geodetic Accreditation by and/or membership of Surveying the Surveyors Licenses Board of Nigeria (SLBN) or equivalent in STP.
- (iv) For other Fields Accreditation by and/or membership of the relevant Council or Statutory regulatory bodies or professional societies for the profession in question.

(c) Marine or Transportation Services -

- (i) Particulars of ownership/relevant license in respect of the Marine Vessels or Aircrafts to be used to render the services desired;
- (ii) Certification of relevant Marine professionals in the Company's Employment;
- (iii) Brochures on Marine Vessels/Aircrafts in the fleet of the Company.

- (d) Companies applying for the supply of explosives or similar materials should attach a valid copy of permit issued by the relevant Government Agency of any of the two countries authorizing the Company to deal in such materials.





# **GUIDELINES FOR ACCREDITATION AND REGISTRATION OF GENERAL PURPOSE OIL AND GAS INDUSTRY SERVICE COMPANIES - CATEGORY B**

**General Purpose Oil Industry Service Companies** are those that do not render highly specialised or technical services to the Oil Industry. Any company in this category will be required to satisfy the following requirements before being registered:

- a) Complete the prescribed application Form F.1A;
- b) In paragraph 2 of the form, state current address of the Company's office and mailing address;
- c) In paragraph 4 of the form, be specific on the nature of business engaged in (Exporter, Importer, General Contractor, General suppliers and Merchandise are not acceptable Descriptions);
- d) Pay the prescribed amount for initial application or renewal fee.
- e) Furnish the Company's Certificate of Incorporation in case of a Limited Liability Company coupled with the current Tax Clearance Certificate of the Company issued by either an appropriate organ of the Federal Republic of Nigeria or the Democratic Republic of Sao Tome & Principe.
- f) Furnish the Company's copies of form/particulars (i.e. Forms 1, 2 and 3) for registration of business names in Nigeria or photocopy of document of registration in Sao Tome & Principe (in case of non-Limited Liability Company) supported with the current Tax Clearance Certificate of one of the Company's Directors;
- g) Attach a photocopy of the expiring Permit to the Company's application form (in case of application for permit renewal);
- h) For Clearing and Forwarding, Pharmaceutical, Security, Land/Geodetic Surveying and Allied jobs, Company's evidence of accreditation by Customs and Excise Department, Pharmaceutical Board, Ministry of Internal Affairs and Survey's Licensing Board of either Nigeria or Sao Tome & Principe as applicable to each case should accompany the Company's application form;
- i) Furnish any other requirements and information that assist in the evaluation of the company application.





## **5 FEES PAYABLE**

### **(a) Category A -**

(i)	Application Fee	...	...	200.00USD
(ii)	Processing Fee	...	...	1,500.00USD
(ii)	Renewal Fee	...	...	500.00USD p.a

### **(b) Category B -**

(i)	Application Fee	...	...	200.00USD
(ii)	Processing Fee	...	...	500.00USD
(iii)	Renewal Fee	...	...	150.00USD p.a

- (c) All payments shall be made in the form of Bank Drafts in favour of Nigeria-Sao Tome & Principe Joint Development Authority. FOR EACH APPLICATION IN RESPECT OF 1(a)-(m) above, a separate application form is to be completed for each category.

## **6 TECHNICAL PARTNERSHIP OR JOINT VENTURES**

If a foreign company, which is in technical partnership or joint venture with a Nigerian or Sao Tomean Oil Industry Services Company intends to register with the Joint Development Authority, the following conditions shall apply:

- a) A formal application has to be lodged with the Joint Development Authority and the prescribed application form shall be completed;
- b) Pay the application/renewal fees as applicable in paragraph 3 in Bank Draft drawn in favour of Nigeria-Sao Tome & Principe Joint Development Authority.
- c) Where applicable, the Company should show evidence of fulfilment of tax obligation to either of the Governments of Nigeria or STP on earnings from Oil Industry rendered in the last three years or in any earnings from the services rendered to the Oil Industry so far by the foreign company concerned;
- d) Produce evidence of expertise/competence available to the foreign company for rendering the desired services;

- e) Produce an attestation to illustrate similar services of that nature, which have been carried out by the company in recent past;
- f) Produce a current and properly attested copy of MOU or the technical and financial agreements entered into by the foreign company with its local affiliate (photocopies of agreements or ordinary letters of intent are not acceptable for this purposes).



## **ADDITIONAL INFORMATION REQUIRED**

- (i) VAT Registration Certificate in either Nigeria or STP.
- (ii) A brief write-up on the activities of your company the preceding year including the value(s) of jobs executed in the Oil Industry;
- (iii) Evidence(s) that your company's quotas approval(s) was/were routed through the Joint Development Authority;
- (iv) A training programme/proposal for nationals of Nigeria and STP designed to fit them into competent positions, which will be subject to an annual review and appraisal. Such programmes should include, clearly defined professional career development paths for the nationals;
- (v) An original copy of the Memorandum and Articles of Association and a certified copy of form C.07 of your company; or the Sao Tome & Principe company registration equivalent.
- (vi) Submit your office/workshop/equipment yard address within Nigeria or Sao Tome & Principe where your facilities could be inspected.
- (vii) **Certificate of Completion of services rendered**

### **CORPORATE HEADQUARTERS**

Plot 1101, Aminu Kano Crescent,  
Wuse II, Abuja.

Tel: 234-9-5241056-58

Fax: 234-9-5241052, 5241061.

e-mail: [nigeriasaotome&principe@yahoo.com](mailto:nigeriasaotome&principe@yahoo.com)

website: [www.nigeriasaotome&principe.com](http://www.nigeriasaotome&principe.com)

### **LIAISON OFFICE**

Praca da Ucla

Sao Tome

Tel: 239-242701-3

Fax: 239-224735.





**CATEGORIES A AND B**

S/N	LIST OF REQUIREMENTS	SUBMITTED
1.	<i>Completed Application Form and Form F.2A</i>	<b>YES/NO*</b>
2.	<i>Copy of Certificate of Incorporation of the Company</i>	<b>YES/NO*</b>
3.	<i>Certified true copy of Memorandum and Articles of Association</i>	<b>YES/NO*</b>
4.	<i>A copy of current Tax Clearance Certificate</i>	<b>YES/NO*</b>
5.	<i>Bank Draft/Cheque drawn to Nigeria Sao Tome &amp; Principe Joint Development Authority</i>	<b>YES/NO*</b>
6.	<i>Company's Profile (Brochure)</i>	<b>YES/NO*</b>
7.	<i>Certified true copy of Form C.06, C.07 or the equivalent copy of registration in Sao Tome &amp; Principe</i>	<b>YES/NO*</b>
8.	<i>VAT Certificate (if applicable)</i>	<b>YES/NO*</b>
9.	<i>Comprehensive Staff List</i>	<b>YES/NO*</b>
10.	<i>Curriculum Vitae of Key Staff</i>	<b>YES/NO*</b>
11.	<i>Current Expatriate Quota Approval (where applicable)</i>	<b>YES/NO*</b>
12.	<i>List of Equipments/Facilities available to Company</i>	<b>YES/NO*</b>
13.	<i>Attestation to expertise and competence</i>	<b>YES/NO*</b>
14.	<i>Registration by the relevant professional bodies</i>	<b>YES/NO*</b>
15.	<i>Training Programme for Staff (for Special Categories)</i>	<b>YES/NO*</b>
16.	<i>Copy of Technical and Financial Agreements with Foreign Partners (where applicable)</i>	<b>YES/NO*</b>
17.	<i>Facility Inspection Report (where applicable)</i>	<b>YES/NO*</b>

*\* Please delete as applicable.*







## CATEGORIES A AND B

S/N	LIST OF REQUIREMENTS	SUBMITTED
1.	<i>Completed Application Form</i>	YES/NO*
2.	<i>A copy of current Tax Clearance Certificate</i>	YES/NO*
3.	<i>Completed Form F.2A</i>	YES/NO*
4.	<i>Bank Draft/Cheque drawn in favour of Nigeria Sao Tome &amp; Principe Joint Development Authority.</i>	YES/NO*
5.	<i>VAT Certificate</i>	YES/NO*
6.	<i>Current Expatriate Quota Approval</i>	YES/NO*
7.	<i>Update of Training Programme for Nigerians (for Special Categories)</i>	YES/NO*
8.	<i>Copy of Expired Permit</i>	YES/NO*
9.	<i>Comprehensive Staff List</i>	YES/NO*
10.	<i>Accident Status Report</i>	YES/NO*
11.	<i>Activities Report for previous year</i>	YES/NO*

*\* Please delete as applicable.*

