



NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

LEGAL SERVICES REPORT: PART 1/3

LEGAL SERVICES UTILISED IN THE PAST SIX (6) MONTHS

DATE: _____

NAME OF COMPANY: _____

SIX MONTHS ENDED _____

SUMMARY SHEET

LEGAL SERVICES UTILISED IN THE PAST SIX (6) MONTHS								
S/N	NATURE OF LEGAL SERVICE*	LEGAL PRACTITIONERS						REMARKS
		COUNT		SPEND (LOCAL)		SPEND (FOREIGN)		
		FOREIGN	LOCAL	NAIRA	USD	NAIRA	USD	
1	Project Development and Project Implementation							
2	Project Management/Consultancy Services							
3	Local Commercial Transactions							
4	International commercial Transactions							
5	Finance & Corporate Transactions for all Projects							
6	Shares Acquisition and Divestment							
7	Property acquisitions, sales, leases of real estate							

8	Claims							
9	Oil and Gas Assets acquisitions, leases and sales							
10	Trade Dispute							
11	Intellectual Property Rights							
12	Alternative Dispute resolution (ADR)							
13	Host Communities Matters							
14	Litigations							
15	Any other Legal Advisory Services							
TOTALS								

***PLEASE ATTACH** Letters of Instruction and Engagement Issued to all external solicitors on contract-by-contract basis

1. PROJECT DEVELOPMENT AND PROJECT IMPLEMENTATION

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

2. PROJECT MANAGEMENT/CONSULTANCY SERVICES

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		REMARKS/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

3. LOCAL COMMERCIAL TRANSACTIONS

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		REMARKS/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

4. INTERNATIONAL COMMERCIAL TRANSACTIONS

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		REMARKS/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

5. FINANCE & CORPORATE TRANSACTIONS FOR ALL PROJECTS

			OFFICE ADDRESS	CLASSIFICATION	SPEND	REMARKS/STATUS
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	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER		(LOCAL/FOREIGN/ IN-HOUSE)	NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

6. SHARES ACQUISITION AND DIVESTMENT

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		REMARKS/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

7. PROPERTY ACQUISITIONS, SALES, LEASES OF REAL ESTATE

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		REMARKS/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

8. CLAIMS

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		REMARKS/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

9. OIL AND GAS ASSETS ACQUISITIONS, LEASES AND SALES

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		REMARKS/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

10. TRADE DISPUTE

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		REMARKS/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

11. INTELLECTUAL PROPERTY RIGHTS

			OFFICE ADDRESS	CLASSIFICATION	SPEND	REMARKS

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER		(LOCAL/FOREIGN/ IN-HOUSE)	NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

12. ALTERNATIVE DISPUTE RESOLUTION (ADR)

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		NATURE/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

13. HOST COMMUNITIES

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		NATURE/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

14. LITIGATIONS

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		NATURE/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

15. OTHER LEGAL ADVISORY SERVICES

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		NATURE AND STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							



NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

LEGAL SERVICES REPORT: PART 2/3

FORECAST OF LEGAL SERVICES TO BE UTILISED IN THE NEXT SIX (6) MONTHS

DATE: _____

NAME OF COMPANY: _____

FORECAST PERIOD: _____ TO _____

SUMMARY SHEET

LEGAL SERVICES REQUIRED IN THE NEXT SIX (6) MONTHS								
S/N	NATURE OF LEGAL SERVICE	LEGAL PRACTITIONERS						REMARKS
		COUNT		SPEND (LOCAL)		SPEND (FOREIGN)		
		FOREIGN	LOCAL	NAIRA	USD	NAIRA	USD	
1	Project Development and Project Implementation							
2	Project Management/Consultancy Services							
3	Local Commercial Transactions							
4	International commercial transactions							
5	Finance & Corporate Transactions for all Projects							
6	Shares Acquisition and Divestment							

7	Property acquisitions, sales, leases of real estate							
8	Claims							
9	Oil and Gas Assets acquisitions, leases and sales							
10	Trade Dispute							
11	Intellectual Property Rights							
12	Alternative Dispute resolution (ADR)							
13	Host Communities Matters							
14	Litigations							
15	Any other Legal Advisory Services							
TOTALS								

1. PROJECT DEVELOPMENT AND PROJECT IMPLEMENTATION

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

2. PROJECT MANAGEMENT/CONSULTANCY SERVICES

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		REMARKS/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

3. LOCAL COMMERCIAL TRANSACTIONS

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		REMARKS/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

4. INTERNATIONAL COMMERCIAL TRANSACTIONS

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		REMARKS/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

5. FINANCE & CORPORATE TRANSACTIONS FOR ALL PROJECTS

				CLASSIFICATION	SPEND	

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	(LOCAL/FOREIGN/ IN-HOUSE)	NAIRA	USD	REMARKS/STATUS
1							
2							
3							
4							
5							
TOTAL							

6. SHARES ACQUISITION AND DIVESTMENT

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		REMARKS/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

7. PROPERTY ACQUISITIONS, SALES, LEASES OF REAL ESTATE

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		REMARKS/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

8. CLAIMS

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		REMARKS/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

9. OIL AND GAS ASSETS ACQUISITIONS, LEASES AND SALES

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		REMARKS/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

10. TRADE DISPUTE

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		REMARKS/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

11. INTELLECTUAL PROPERTY RIGHTS

			OFFICE ADDRESS	CLASSIFICATION	SPEND	REMARKS

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER		(LOCAL/FOREIGN/ IN-HOUSE)	NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

12. ALTERNATIVE DISPUTE RESOLUTION (ADR)

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		NATURE/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

13. HOST COMMUNITIES

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		NATURE/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

14. LITIGATIONS

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		NATURE/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

15. OTHER LEGAL ADVISORY SERVICES

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		NATURE AND STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							



NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

LEGAL SERVICES REPORT: PART 3/3

THE ANNUAL LEGAL SERVICES BUDGET FOR THE PAST ONE YEAR

DATE: _____

NAME OF COMPANY: _____

REPORTING PERIOD: _____ TO _____

SUMMARY SHEET

LEGAL SERVICES BUDGETED IN THE PAST 12 MONTHS								
S/N	NATURE OF LEGAL SERVICE	LEGAL PRACTITIONERS						REMARKS
		COUNT		SPEND (LOCAL)		SPEND (FOREIGN)		
		FOREIGN	LOCAL	NAIRA	USD	NAIRA	USD	
1	Project Development and Project Implementation							
2	Project Management/Consultancy Services							
3	Local Commercial Transactions							
4	International commercial transactions							
5	Finance & Corporate Transactions for all Projects							
6	Shares Acquisition and Divestment							

7	Property acquisitions, sales, leases of real estate							
8	Claims							
9	Oil and Gas Assets acquisitions, leases and sales							
10	Trade Dispute							
11	Intellectual Property Rights							
12	Alternative Dispute resolution (ADR)							
13	Host Communities Matters							
14	Litigations							
15	Any other Legal Advisory Services							
TOTALS								

1. PROJECT DEVELOPMENT AND PROJECT IMPLEMENTATION

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

2. PROJECT MANAGEMENT/CONSULTANCY SERVICES

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		REMARKS/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

3. LOCAL COMMERCIAL TRANSACTIONS

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		REMARKS/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

4. INTERNATIONAL COMMERCIAL TRANSACTIONS

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		REMARKS/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

5. FINANCE & CORPORATE TRANSACTIONS FOR ALL PROJECTS

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		REMARKS/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

6. SHARES ACQUISITION AND DIVESTMENT

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		REMARKS/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

7. PROPERTY ACQUISITIONS, SALES, LEASES OF REAL ESTATE

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		REMARKS/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

8. CLAIMS

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		REMARKS/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

9. OIL AND GAS ASSETS ACQUISITIONS, LEASES AND SALES

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		REMARKS/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

10. TRADE DISPUTE

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		REMARKS/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

11. INTELLECTUAL PROPERTY RIGHTS

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		REMARKS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

12. ALTERNATIVE DISPUTE RESOLUTION (ADR)

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		NATURE/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

12. HOST COMMUNITIES

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		NATURE/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

13. LITIGATIONS

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		NATURE/STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

14. OTHER LEGAL ADVISORY SERVICES

	NAME OF FIRM/ INDIVIDUAL	NAME(S) OF PRINCIPAL LEGAL PRACTITIONER	OFFICE ADDRESS	CLASSIFICATION (LOCAL/FOREIGN/ IN-HOUSE)	SPEND		NATURE AND STATUS
					NAIRA	USD	
1							
2							
3							
4							
5							
TOTAL							

DECLARATION

I, _____ hereby solemnly declare that:

- All the information provided in this report and the annexures is correct in all manners and respects
- And I am duly authorized by the Management/ Board to submit this report on behalf of _____ (Name of Company)

- Nigerian Content Development and Monitoring Board is authorised to independently verify and authenticate all/any of the information provided herein from relevant third party or parties as the board may deem fit.

NAME	
DESIGNATION	
SIGNATURE	
DATE	