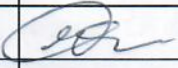
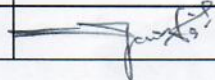






NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

GUIDELINES ON APPLICATION FOR TEMPORARY WORK PERMIT (TWP) IN THE NIGERIAN OIL AND GAS INDUSTRY.

REV	DATE	REASON FOR ISSUE	PREPARED	RECOMMENDED	VETED BY	APPROVED
R0	3/12/2018	Guidance & Compliance	PRS Directorate	Director PRS	Coordinator Legal Services	Executive Secretary
						
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NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

1.0 INTRODUCTION

The Nigerian Oil and Gas Industry Content Act ("The Act") was signed into law on 22nd April, 2010. The Act provides steps to be used for development and monitoring of Nigerian Content in the Oil and Gas Industry ("Industry"). It established a Nigerian Content Development & Monitoring Board ("NCDMB") which is charged with the responsibility of monitoring the implementation of the provisions of the Act, with a view to ensuring compliance by all operators, contractors, alliance partners and relevant stakeholders. Part of the responsibility of the NCDMB includes the administration, management and deployment of Expatriates in the Industry, as provided in Section 33 of the Act.

2.0 OBJECTIVE

This Guideline is issued pursuant to the provisions of the Nigerian Oil and Gas Industry Content Development Act, 2010 ("The Act") to establish a procedure for the administration and management of applications for Temporary Work Permits and deployment of same in the Industry.

2.1 APPLICATION

This Guideline is intended to facilitate compliance with the relevant Sections of the Act dealing with and/or connected to issues of expatriates on Temporary Work Permit, deployment of such expatriates, and Technology Transfer. It shall be applicable to all operators (NNPC, International Oil Companies and indigenous operators), Service Companies, all companies providing services and carrying out business in the Industry.

2.2 DEFINITIONS

- Act - Nigerian Oil and Gas Industry Content Development Act
- NCDMB - Nigerian Content Development & Monitoring Board (The Board)
- ES - Executive Secretary
- NIS - Nigeria Immigration Services
- DPRS - Director of Planning, Research and Statistics
- NNPC - Nigerian National Petroleum Corporation
- Industry - Oil and Gas Industry
- TWP - Temporary Work Permit
- Applicant Company - Company applying for TWP
- Nigerian Position - Position in Professional or Technical cadre occupied by a Nigerian Indigene
- Understudy - A Nigerian Indigene deployed by an employer to work under an Expatriate with the aim of eventually succeeding the expatriate

Any stakeholder applying for TWP(s) in the Industry; including companies providing service(s) or intending to provide service(s) in the Industry shall receive the approval of the NCDMB before making such application for TWP to the NIS.

3.0 TEMPORARY WORK PERMIT APPLICATION PROCEDURE

Upon application for TWP, Applicants are to submit the following documentations:

- i. Application Letter to the Executive Secretary include (scope of work to be done, location).
- ii. NOGIC JQS UPLOADS (Registration on the NOGIC-JQS portal)
- iii. Job description for each position. It should be only for a specialized skill(s) currently not obtainable in country
- iv. A scanned copy of Bio-data pages of the expatriates (International passports)
- v. A letter of invitation from the applicant company bearing all immigration responsibility
- vi. A valid DPR permit
- vii. The information as specified in Form NCDMB TWP/A1 on Expatriates details in the company, Project location and scope of work on paper and electronic (Excel) formats
- viii. The information as specified in Form NCDMB TWP/A2 on Details of the Nigerian understudy on paper and electronic (Excel)
- ix. Previous Temporary Work Permit (TWP) approval from NIS for the particular service (if any).

4.0 CONSIDERATION OF APPLICATIONS BY NCDMB

Upon receipt of the application and the submissions, the Board shall make a determination on TWP applications submitted to it within 15 days of the receipt of the application. However, if it is unable to determine on an application within the time stipulated, it shall inform the applicant, communicate the reasons for the delay and give a definite time within which a determination shall be made. The extended period shall not be more than 5 days after the expiration of the initial 15 days period.

4.1 COMMUNICATION WITH APPLICANT COMPANIES

Upon successful completion of the project work scope and expiration of the Temporary Work Permit (TWP) by NIS, the applicant shall communicate to the NCDMB the details of the exit documents at the time of exit.

Validation period for TWP is 3 months and not renewable.

5.0 INTERFACE WITH NIGERIA IMMIGRATION SERVICES

NCDMB shall periodically meet with NIS to assess progress on industry compliance with TWP provisions.

5.1 COMPLIANCE MONITORING

- i. NCDMB, in accordance with the provisions of Section 59 and 62 of the Act shall establish a mechanism for monitoring compliance with these Guidelines, which may include but not limited to unscheduled visits to offices or job sites of the companies, as it deems necessary.

5.2 CONSEQUENCE OF NON-COMPLIANCE

- i. Notwithstanding the provisions of Section 68 of the Act, any stakeholder in the Industry; including companies providing service(s) or intending to provide service(s) would be deemed to have committed a breach if it employs or cause to employ any expatriate staff either on permanent or temporary position(s) in the oil and gas industry outside of the procedures specified in this Guideline.
- ii. The Board would require immediate removal of such expatriate(s) and penalize the company in line with the provisions of the Act

6.0 FORMS

- TWP/A1 - All Expatriate Staff Details, Scope of work and Project Location
- TWP/A2 - Details of Nigerians Staff